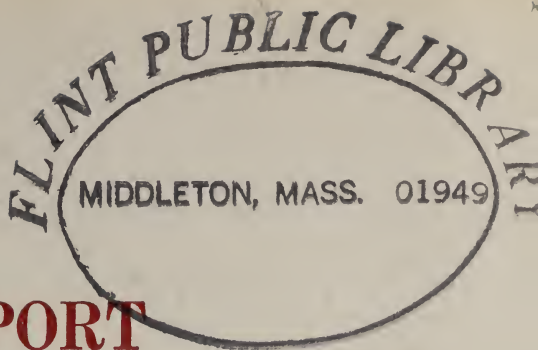


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REPORT

OF THE

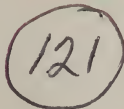
Receipts and Expenditures

OF THE

Town of Middleton

FOR THE

Year Ending, December 31, 1968



The Mirror Press — Danvers, Mass.

1969



Flint Public Library

Middleton, Mass.



Rare Book Collection

Town Meeting Warrant

The Commonwealth of Massachusetts

ESSEX, ss, To either of the Constables of the Town of Middleton in the County of Essex;

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet at the Howe-Manning School Auditorium in said Middleton on Tuesday the 11th day of March next at eight o'clock in the afternoon, then and there to act on the following articles:

ARTICLE 1. To hear and act on Committee Reports.

ARTICLE 2. To see if the Town will vote to authorize the Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue for the financial years beginning January 1, 1969 and January 1, 1970, in accordance with the provisions of General Laws, Chapter 44, Section 4, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of General Laws, Chapter 44, Section 17.

ARTICLE 3. To fix the compensations of elected officers; to determine whether any Town Board shall be authorized to employ for additional salary or compensation any of its members; provide for a Reserve Fund; and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds to defray charges and expenses of the Town, including debt and interest for the ensuing year.

ARTICLE 4. On petition of the Electric Light Department to see if the Town will vote to accept the sum of \$15,500.00 from the earnings of the Electric Light Department, said sum to be used for the reduction of taxes.

ARTICLE 5. On petition of the Board of Assessors, to see if the Town will vote to raise and appropriate the sum of \$13,000.00, said sum to be expended by the Board of Assessors for outside professional services to revalue the real estate assessments, and to authorize the Board of Assessors to execute a contract on behalf of the Town to accomplish the same.

ARTICLE 6. On petition of the Chief of Police, to see if the Town will vote to raise and appropriate the sum of "not more than" \$1,800.00 which together with the exchange value of the present 1968 Oldsmobile Delmont (88) 4 door sedan cruiser for the use of the Police Department, to be purchased by the Board of Selectmen as provided in the By-laws, agreeable to the petition of the Chief of Police.

ARTICLE 7. On petition of the Chief of Police, to see if the Town will vote to raise and appropriate the sum of "not more than" \$1,500.00 to be expended for the replacement of two (2) State Police radios, to be purchased by the Board of Selectmen as provided in the By-laws, agreeable to the petition of the Chief of Police.

ARTICLE 8. On petition of the Masconomet School Committee and Robert E. Forney to see if the Town will vote to raise and appropriate the sum of \$20,315.81 to pay the architect's fee incurred in 1968 for the defunct Stage II Expansion Project, or take any other action thereon.

ARTICLE 9. On petition of the Electric Light Commissioners to see if the Town will vote to rescind Article 4 of the Annual Town meeting of March 14, 1967.

ARTICLE 10. On petition of the Electric Light Commissioners to see if the Town will vote that the income from the sale of electricity to private consumers, electricity supplied to municipal buildings, municipal power, and from the sale of appliances and jobbing during the fiscal year, to be appropriated for the Municipal Lighting Plant, the whole to be expended by the Manager of Municipal Lighting under the direction and control of the Municipal Light Board for the expense of the plant for said fiscal year as defined in Section 57 of Chapter 164 of the General Laws and that, if said sum and said income shall exceed said expense for said fiscal year, such excess shall be transferred to the Construction Fund of said Plant and appropriated and used for such additions thereto as may thereafter be authorized by the Municipal Light Board.

ARTICLE 11. On petition of the Cemetery Commissioners, to see if the Town will authorize the Commissioners to use the sum of \$700.00 from the Lots and Graves Fund for the use of the Cemetery Commissioners in developing new lots.

ARTICLE 12. On petition of the Cemetery Commissioners, to see if the Town will vote to raise and appropriate the sum of \$1,200.00 for miscellaneous interior finish at the cemetery garage.

ARTICLE 13. On petition of the Cemetery Commissioners to see if the Town will vote to authorize the Commissioners to use the sum of \$350.00 from the Cemetery Equipment Fund, to be used for the purchase of new equipment or replacement of worn out equipment.

ARTICLE 14. On petition of the Trustees of the Flint Public Library, to see if the Town will vote to raise and appropriate the sum of \$1,000.00; said sum to be used for Architect and/or Planning fees at the Flint Public Library.

ARTICLE 15. On petition of the Board of Selectmen to see if the Town will vote to appropriate the sum of \$200.00 for the purpose of printing the Town building codes.

ARTICLE 16. On petition of the Board of Selectmen, to see if the Town will vote to appropriate the sum of \$500.00 for the purpose of printing the Town By-laws.

ARTICLE 17. On petition of the Conservation Commissioners to see if the Town will vote to appropriate the sum of \$1,600.00 to the Conservation Fund to be used for the purchase of land for conservation purposes. Unexpended sums so appropriated be allowed to accumulate until so expended.

ARTICLE 18. On petition of John Goodwin and others to see if the Town will amend the Zoning Map by changing certain land now zoned for Residence R1b and Business to Industrial M2. Said land being described as follows: beginning at the intersection of center line of North Main Street and the Middleton-North Andover Town Line; thence running s45°-40-00E along the center line said North Main Street, one thousand one and fourteen hundredths feet (1,001.14) to a point; thence turning and running s45-25'-00E along the center line of said North Main Street, one thousand eight hundred eleven and sixty-six hundredths feet (1,811.66) to a point; thence turning and running s34-42-30E along the center line of said North Main Street four hundred fourteen and eight hundredths feet (414.08) to a point of curvature; thence running by a curved line of radius one thousand eighty-three and sixty-two hundredths feet (1,083.62) three hundred ninety-seven and twenty-four hundredths feet (397.24) along the center line of said North Main Street to a point of tangency; thence running s51-09-30E along the center line of said North Main Street, two hundred sixteen and fourteen hundredths feet (216.14) to a point; thence turning and running N44-35-00E across said North Main Street, land now or formerly of Muzichuk Realty Trust, New England Power Co., nine hundred sixty-five and seventy-nine hundredths feet (965.79) to a point; thence turning and running N45-25-00W across land now or formerly of said New England Power, said Muzichuk Realty Trust, Barrett, Gray, Day, Lewis, Rockaway Road, Town of Middleton, Simon five thousand thirty-one and thirty hundredths feet (5,031.30) to a point on the No. Andover-Middleton Town line; thence turning and running s9-30-00W along said Town line by land now or formerly of Day, Smerczynski, said North Main Street, one thousand two hundred eighteen and thirty hundredths feet (1,218.30) to the point of beginning. Containing 108.7 acres more or less.

ARTICLE 19. To see if the Town will vote to amend the Town By-laws by adding thereto a consolidated personnel plan, a copy of which is on file in the Town Clerk's office and also printed in the Annual Town Report, or what action it will take thereon.

To transact any other business that may lawfully come before this meeting.

You are hereby ordered to notify and warn said qualified voters to meet at the Fuller Meadow School on Monday, March 17 next for the following purposes, viz; to choose by ballot the following Town Officers for the ensuing year: One Moderator for one year, One Town Clerk for three years, One Selectman for three years, One Assessor for three years, One Tax Collector for three years, One Highway Surveyor for three years, Two Members of School Committee for three years, One Member of Regional School Committee for three years, One Electric Light Commissioner for three years, One Cemetery Commissioner for three years, One Tree Warden for one year, One Member of Planning Board for five years, Two trustees for Flint Public Library for three years, One Water and Sewer Commissioner for three years, One Member of Middleton Housing Authority for five years and One Member of Middleton Housing Authority for two years.

The polls will be open at 7:00 A.M. and shall be closed at 7:00 P.M.

And you are directed to service this Warrant by posting up attested copies thereof at Memorial Hall, Post Office and Store at Howe's Station in said Town seven days at least before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doing thereon, to the Town Clerk at the time and place of meeting as aforesaid.

Given under our hands this seventeenth day of February in the year of our Lord, One Thousand Nine Hundred and Sixty-nine.

A true copy, Attest:

ROBERT G. GOWEN, Chairman

GEORGE M. FARLEY, Clerk

THOMAS F. DOLAN

JAMES WWENTWORTH, Constable

Selectmen of Middleton



Annual Report

of the

Town of Middleton

Massachusetts

1968

In Memoriam

CHARLES G. BATES

1894 - 1968

Electric Light Commissioner

1939 - 1953

WALTER L. PAINE

1889 - 1968

Finance Committee

1941 - 1947

Board of Fire Engineers

1934 - 1941

ARTHUR S. TUTTLE

1896 - 1968

Planning Board

1951 - 1955

Town Officers (Elected) 1968

Moderator

John R. Wallen (1969)

Town Clerk

William T. Martin, Jr. (1969)

Selectmen and Board of Health

Robert G. Gowen, Chairman (1969)

Thomas F. Dolan (1970)

George M. Farley (1971)

Board of Assessors

Paul B. Wake, Chairman (1969)

Ernest F. LeBeau (1970)

Donald A. Aylward (1971)

Treasurer

Patricia M. Jordan (1971)

Tax Collector

Harold E. Tyler (1969)

Highway Surveyor

Allan G. Marshall (1969)

Constable

James W. Wentworth (1971)

School Committee

Georgia D. Lewis, Chairman (1971)

Ralph W. LeDuc (1969)

David V. Harding (1969)

Francis X. Masse (1970)

Annie J. Dow (1970)

Regional School Committee

Robert E. Forney (1969)

Francis J. Leary, Jr. (1970)

James H. Coffin, Jr. (1971)

Electric Light Commissioners

Richard O. Ajootian, Chairman (1971)

Robert W. Fox (1969)

Frank E. Dow (1970)

Cemetery Commissioners

Michael Lavorgna, Chairman (1970)

John A. Pellicelli (1971)

Edward J. Richardson (1969)

Tree Warden

Ernest R. Gould (1969)

Planning Board

Eugene J. LeBlanc, Chairman (1969)

Robert J. Preytis (1970)

Louis A. Barrett (1971)

Donald H. Hall (1972)

Louis S. Cerullo (1973)

Trustees of Flint Public Library

Paul B. Wake, Chairman (1971)

James H. Coffin (1971)

Elmer O. Campbell, Jr. (1970)

Chester K. Masse (1970)

Donald A. Aylward (1969)

Carl C. Jones (1969)

Water and Sewer Commissioners

Benjamin K. Richardson, Chairman (1969)

George W. Nash, Clerk (1971)

William J. Hocter (1970)

Middleton Housing Authority

Charles S. Clinch, Jr., Chairman (1970)

Carl A. Peterson (1969)

Richard G. Floyd, Jr. (1971)

Richard G. Goodale (1972)

Louis A. Barrett (State Appt. Member)

Town Officers(Appointed) 1968**Registrar of Voters**

David E. Fairbanks, Chairman (1969)

Arthur F. Bastable (1970)

John M. Cryan (1971)

William T. Martin, Jr. (Ex-officio)

Zoning Appeal Board

R. Lionel Barrows, Chairman (1970)

Nathan A. Hayward (1973)

Joseph E. Pickard (1969)

Thomas D. Black, Jr. (1971)

Ebbe B. Wennerberg (1972)

Joseph E. Conceison (Alternate)

Gerald L. Woodland (Alternate)

Finance Committee

Frank R. Britner, Chairman (1971)

Orin A. Nelson (1971)

George E. Dow (1970)

Augustus A. Jones (1970)

Bernard Greenbaum (1971)

Jeffrey W. Savoie (1969)

Charles W. Spear (1969)

Chief of Police

James W. Wentworth

Chief of Fire Department

Harold F. Purdy

Forest Fire Warden

Harold F. Purdy

Electric Light Manager

J. Lansing English

Town Accountant

Bartholomew J. Whelan

Town Counsel

Walter R. Colby

Lynnfield, Mass.

Inspector of Animals and Slaughtering

Charles H. Ohlson

Wire Inspector

John W. Milbery

Building Inspector

Joseph J. Campano, Jr.

Plumbing and Gas Inspector

Beumont B. Hurd

Central Essex Welfare District Director

Mrs. Claire Taylor

Boxford, Mass.

Town Advisory Board Member to State Welfare Dept.

Elmer L. McIntire

Veteran's Agent and Director of Veteran's Services

Ernest F. LeBeau

Superintendent of Cemeteries

Edward J. Richardson

Park Superintendent and Supt. of Insect Pest Control

Ernest R. Gould

Health Agent

Arthur R. Donovan

Community Nurse and Assistant Health Agent

Mrs. Marie DesChamps

Consultant SanitarianKent A. Murphy
Swampscott, Mass.**Dog Officer**

Charles H. Ohlson

Custodian of Town Hall....

Robert P. Fuller

Custodian of Memorial Hall

Richard S. Hannibal

Custodian of Town Dump

John W. Campbell

Civil Defense Agent

Arthur G. Doane

Custodian of Town Lands

Patricia M. Jordan

Conservation Commission

Henry N. Sawyer, Chairman (1971)

John Comack (1971)

Michael T. Manning (1969)

Francis E. Goreham (1969)

Leonard Kupreance (1970)

Robert J. Preytis (Alternate Member)

Industrial Development Commission

Wayne D. VanAlstyne, Chairman (1969)

Henry G. Roberge (1971)

Douglas R. Nelson (1970)

Leon J. LeBlanc (1972)

R. Lionel Barrows (1971)

Representative to Metropolitan Area Planning Council

Louis A. Baret

Representative to Ipswich River Watershed Dist. Advisory Board

Louis A. Barett

Personnel Board Advisory Committee

Frank C. Brimblecom, Chairman

Frank R. Britner, Clerk

Robert W. Spencer

Richard O. Ajootian

Thomas F. Dolan

Trustees

B. F. Emerson Fund

Naumkeag Trust Company, Salem, Mass.

Elmer O. Campbell, Jr.

Willis W. Esty

Paul B. Wake

Carl C. Jones

Mansfield Fund

Old Colony Trust Company, Boston, Mass.

David Cummings Fund

Board of Selectmen

Reports

of

Various Departments

1968

BOARD OF APPEALS

To: The Honorable Board of Selectmen and the
Citizens of the Town of Middleton

Gentlemen:

The Board of Appeals respectfully submits its report of activities during the year ending December 31, 1968.

Many requests were heard during the year and not all were granted. Among the numerous appeals made were two requests for approval of commercial and industrial plans as required under the Zoning By-laws.

At the beginning of the year a policy was adopted requiring a deposit of \$13.00 with each petition filed to apply towards publishing and mailing costs; which, for the first time, resulted in outside costs versus collections showing a slight balance in the black.

All applications for a public hearing must be filed with the town clerk (one original and five copies) together with a deposit of \$13.00 at least twenty days before a scheduled meeting of the Board. Applications must, by law, be published not less than fourteen days before the hearing. Regular meetings are held at Memorial Hall on the second Thursday of every month at eight o'clock P.M.

Respectfully submitted,

Lionel Barrows, Chairman
Ebbe B. Wennerberg, Clerk
Thomas Black, Jr.
Nathan Hayward, Jr.
Joseph E. Pickard

ASSESSORS' REPORT

The following is a recapitulation of the money appropriated by the Town of Middleton and the estimated receipts deducted therefrom in the determination of the 1968 tax rate.

APPROPRIATIONS

Town appropriations	\$ 1,604,913.81
Total appropriations voted to be taken from available funds	112,410.24
School Lunch Program	3,888.54
Free Public Libraries	929.50
County Tax	19,368.57
1967 underestimate of County Tax	1,531.41
State Recreation Areas	2,416.19
1967 underestimate of State Recreation Areas	611.62
Metropolitan Districts Areas	162.88
Mass. Bay Transportation Authority	542.27
1967 underestimate of Mass. Bay Trans. Authority	7.70
Mosquito Control Projects	3,807.00
1967 underestimate of Mosquito Control	2,229.48
Elderly Retiree Program	414.90
1968 Overlay	24,620.50
Gross amount to be raised	1,777,854.59

ESTIMATED RECEIPTS AND AVAILABLE FUNDS

1968 estimated receipts from the local aid and agency funds	\$ 308,827.80
Motor vehicle and trailer excise	67,109.42
Licenses	5,850.00
Fines	360.00
Protection of persons and property	2,800.00
School (local receipts of school committee)	1,000.00
Public service enterprises (Electric Light and Water)	389,155.00
Cemeteries (other than Trust Funds and Sale of Lots)	2,500.00
Interest	2,600.00
Farm, Animal, Machinery and Equipment Excise	141.00
Town of Danvers (Lieu of Taxes)	904.51
Total estimated receipts and available funds	908,157.97

Gross amount to be raised	1,777,854.59
Total estimated receipts and available funds	908,157.97
<hr/>	
Net amount to be raised by taxation	869,696.62
Net amount to be raised by taxation on Personal Property	12,822.16
Net amount to be raised by taxation on Real Estate	856,874.46
<hr/>	
TOTAL VALUATION	
Personal Property	246,580.00
Real Estate	16,478,355.00
1968 Tax Rate	52.00

Respectfully submitted,

Paul B. Wake, Chairman

Ernest F. LeBeau

Donald A. Aylward

CEMETERY COMMISSIONERS' REPORT

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton

Many projects in the cemetery were worked on during the past year. Another installment of hot top was completed with Oliver Avenue.

Several areas were graded, leveled and seeded to facilitate mowing. The big project of the year was the erection of the garage at the entrance to the cemetery, which is nearing completion. For the first time we now have a place to work and repair equipment in inclement weather.

Many people have taken advantage of the privilege of endowing their lot, and we hope this will continue. We will be happy to cooperate with anyone desiring to do so.

We wish to thank the various departments for their cooperation during the past year.

Respectfully submitted,

Michael Lavorgna

Edward Richardson

John Pellicelli

Cemetery Commissioners

TOWN CLERK'S REPORT — 1968

The Town Clerk is the official recorder of the Town events and activities. His duties include: recording the proceedings of Town Meetings and Elections, notifying the Town Accountant, Assessors and other Officers concerned of appropriations which have been voted. He records and issues certificates of Vital Statistics. Issuing of Fish and Game and Dog Licenses are also included in his duties.

The Record of Registered Voters of the Town is kept at the Town Clerk's Office. Persons wishing to become voters in the Town should contact the Town Clerk.

The Town Meeting and Town Election Records, Vital Statistics Recorded, Fish and Game and Dog Licenses issued in 1968 follow:

William T. Martin, Jr.

Town Clerk

Special Town Meeting March 5, 1968

The Meeting was called to order at 8 P.M. by the Moderator, Richard J. White.

The Town Clerk read the Return of Service by the Constable stating that the Meeting has been duly advertised as required by law.

A motion was made and seconded to adjourn this meeting to Tuesday, March 19, 1968 at 7:45 P.M.

So voted by unanimous vote.

William T. Martin, Jr.

Town Clerk

The following notice was posted by the Town Clerk at Memorial Hall, Post Office and Store at Howe's Station, seven days prior to date of said adjourned Meeting:

NOTICE

To the inhabitants of the Town of Middleton qualified to vote:

The Special Town Meeting called on March 5, 1968 has been adjourned, by a unanimous vote of those present, until March 19, 1968 at 7:45 P.M. at the Howe-Manning School Auditorium to act on the articles of the Warrant posted for said Meeting.

William T. Martin, Jr.

Town Clerk of Middleton

Annual Town Meeting March 12, 1968

The Meeting was called to order at 8:10 P.M. by Moderator Richard J. White.

A motion was made by Richard G. Floyd, Jr., to omit the reading of the Warrant. Motion was seconded and so voted.

The several Articles of the Warrant and the action taken thereon follows:

Article 1. To hear and act on Committee Reports.

A motion was made and seconded to accept the report of the Personnel Review Board as printed in the Town Report.

Article 2. To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of the revenue of the financial year beginning January 1, 1968, and to issue a note or notes therefor payable within one year and to renew such note or notes as may be given for a period of less than one year, in accordance with Chapter 44, Section 17 of the General Laws.

The Finance Committee recommended that this Article be accepted as read. Article 2 carried by unanimous vote.

Article 3. To fix the compensation of elected officers; to determine whether any Town Board shall be authorized to employ for additional salary or compensation any of its members; provide for a Reserve Fund; and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds to defray charges and expenses of the Town, including debt and interest, for the ensuing year.

Appropriations:

General Government

Moderator	Salary	50.00
Finance Committee	Expenses	100.00
Selectmen	Salaries	1,500.00
	Expenses	1,500.00
	Clerk	700.00
Accountant	Salary	2,450.00
	Expenses	500.00
Treasurer	Salary	2,450.00
	Clerical	350.00
	Expenses	1,450.00
	Tax Titles	1,800.00
Tax Collector	Salary	2,850.00
	Clerk	1,650.00
	Expenses	1,450.00
Assessors	Salaries	1,800.00
	Clerk	1,248.00
	Expenses	1,450.00
	Wages —	
	Assessment only	1,900.00
Town Counsel	Salary	2,500.00
	Expenses	750.00
Town Clerk	Salary	800.00
	Expenses	350.00
Elections & Registrations	Salaries	400.00
	Expenses	2,045.00
Planning Board	Expenses	1,572.50
Town Hall	Salary	600.00
	Expenses	1,200.00
Memorial Hall	Salary	750.00
	Expenses	2,500.00

38,665.50

Public Safety

Constable	Salary	35.00
Police Dept.	Chief Salary	7,800.00
	Wages	19,805.00
	Expenses	5,075.00
Fire Dept.	Chief Salary	7,280.00
	Salaries	2,725.00
	Wages & Expenses	32,653.00
Building Inspector	Salary	750.00
	Expenses	900.00
Board of Appeals	Expenses	900.00
Wire Inspector	Salary	400.00
	Expenses	150.00
Civil Defense	Expenses	100.00
Gas Inspector	Salary	100.00
	Expenses	225.00
Plumbing Inspector	Salary	200.00
	Expenses	75.00
Forestry	Expenses	1,800.00
	Moth	1,000.00
	Dutch Elm	1,250.00
	New Trees	300.00
Dog Officer	Salary	300.00
	Expenses	600.00

Total Public Safety

83,905.00

Health and Sanitation

Board of Health	Salary	600.00
	Expenses	7,000.00
	Dental Clinic	500.00
	Community Health Program	4,000.00
Inspector of Animals	Salary	200.00
	Expenses	100.00
Inspector of Slaughtering	Salary	50.00
Mental Health		425.00

Total Health and Sanitation

12,875.00

Highway Department

Road Machinery Account	6,500.00
(To be taken from Road Machinery Fund)	
Highway Surveyor Salary	7,280.00
(From available Dept. Funds)	
Highway Expenses	15,144.40
Chapter 81	5,875.00
*Chapter 81, State	9,075.00
Chapter 90, Construction	4,000.00
*Chapter 90, County & State	12,000.00
Chapter 90, Maintenance	3,000.00
Snow Removal	25,000.00
Storm Drains	1,000.00
Street Lighting	6,000.00

Total Highway Department	87,594.40
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*Amounts to be taken from Surplus Revenue, and when received from State and County, reimbursement to be returned to Surplus Revenue.

Charities

Welfare District Administration	4,710.00
Public Welfare	Salaries 900.00
General Relief	2,000.00
Old Age Assistance	9,400.00
Medical Assistance	51,000.00
Aid to Dependent Children	11,400.00
Disability Assistance	5,400.00

Total Charities	84,810.00
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Veteran's Services

Veteran's Agent	Salary 1,000.00
	Expenses 350.00
Veteran's Aid	9,000.00

Total Veteran's Services	10,350.00
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School Department

Elementary Schools	Salaries 258,128.25
	Expenses 65,958.00
Supt. out of State Travel	200.00
Masconomet Regional School District	426,901.19
Vocational Education	7,000.00

Total School Department	758,187.84
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Library Department

Salaries	8,525.00
Expenses	8,090.50
Dog Tax Refund	935.74
State Aid to Libraries	939.50

Total Library appropriation	18,480.74
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Recreation Department

Expenses	2,450.00
East St. Pool	500.00
New Equipment	520.00
Beach Life Guard and Instruction — Wages	900.00
Town Picnic	1,000.00

Total Recreation	5,370.00
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Cemetery Department

Commissioners Salaries	60.00
Supt. of Burials Salary	50.00
Expenses	7,210.00
Opening Graves	2,500.00
Hot Top	450.00

Total Cemetery Department	10,270.00
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Unclassified

Retirement Assessment	20,903.57
Printing Town Reports	2,500.00
Memorial Day	750.00
Insurance.	
General Liability	8,822.00
Motor Vehicle	3,350.00
Group	800.00
Blue Cross-Blue Shield	8,000.00
Industrial Development Commission	—
Christmas Lighting	50.00
Reserve Fund	5,000.00
Conservation Commission Expense	200.00

Total Unclassified	50,375.57
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Maturing Debt and Interest

School Addition Loan 1950	10,000.00	
School Addition Loan 1956	10,000.00	
Fuller Meadow School 1964	25,000.00	
Fire Truck Loan	4,000.00	
Interest	20,000.00	
Total Maturing Debt and Interest		69,000.00

Public Service Enterprises

Water Department	Salaries	450.00	
	Expenses	350.00	
	Maintenance	2,000.00	
	Debt Repayment	2,200.00	
	Interest	100.00	
Total Water Department			*5,100.00

*Voted that this appropriation be taken from earnings of Water Department.

Electric Light Department

Salaries	15,071.00	
Wages	41,764.00	
Energy	268,000.00	
Expenses	24,000.00	
Line Clearance	3,000.00	
Depreciation	30,220.00	
Emergency Fund	2,000.00	
Total Electric Light Department		*384,055.00

*Voted that this appropriation be taken from earnings of Electric Department.

Total General Budget Appropriations	1,619,039.05
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The Finance Committee recommended and the Town voted to raise and appropriate the amounts listed in this schedule.

Article 4. On petition of the Electric Light Department to see if the Town will vote to accept the sum of \$14,500.00 from the earnings of the Electric Light Department, said sum to be used for the reduction of taxes.

The Finance Committee recommended that Article 4 be accepted as read

Voted to accept Article 4 as read by unanimous vote.

Article 5. As amended: On petition of the Board of Selectmen to see if the Town will vote to transfer the sum of \$18,000.00 from Available Funds to the Stabilization Fund.

The Finance Committee recommended that Article 5 be amended to read \$18,000.00 instead of \$50,000.00

A hand vote was taken:

In favor 77 votes — Opposed 43 votes

Article 5 carried as amended.

Article 6. On petition of the Cemetery Commissioners to see if the Town will vote to raise and appropriate the sum of \$2,500.00 for the building of a two car garage — storage shed — workshop at Oakdale Cemetery.

The Finance Committee recommended that Article 6 be accepted as read.

Voted to accept Article 6 as read by unanimous vote.

Article 7. On petition of the Cemetery Commissioners to see if the Town will vote to authorize the Commissioners to use the sum of \$350.00 from the Cemetery Equipment Fund to be used for the purchase of new equipment or replacement of worn out equipment.

The Finance Committee recommended that Article 7 be accepted as read.

Voted to accept Article 7 as read by unanimous vote.

Article 8. On petition of the Highway Surveyor to see if the Town will vote to raise and appropriate the sum of \$4,700.00 to be expended for the purchase of a new International Dump Truck in accordance with specifications set forth by the Highway Surveyor.

The Finance Committee recommended and the Town voted unanimously to accept Article 8 as read.

Article 9. On petition of the Chief of Police to see if the Town will vote to raise and appropriate the sum of \$4,485.00 to pay the

salary of one (1) new police officer for the Police Department; said man to start work the first week in April, 1968.

The Finance Committee recommended and the Town voted to accept Article 9 as read.

Article 10. On petition of the Chief of Police, to see if the Town will vote to raise and appropriate the sum of "not more than" \$1,650.00 which together with the exchange value of the present 1967 Oldsmobile Delmont (88) 4 Door Sedan Model #425 Cruiser for the use of the Police Department, to be purchased by the Board of Selectmen as provided in the By-Laws, agreeable to the petition of the Chief of Police.

The Finance Committee recommended that Article 10 be adopted as read.

Voted to adopt Article 10 as read.

Article 11. On petition of the Fire Chief, to see if the Town will vote to raise and appropriate the sum of \$4,480.00 to pay the wages of one new permanent firefighter for the Fire Department; said man to start work the first week in April, 1968.

The Finance Committee recommended the adoption of Article 11 as read.

Voted to adopt Article 11 as read.

Article 12. On petition of the Fire Chief, to see if the Town will vote to raise and appropriate the sum of \$2,500.00 to purchase a station wagon, to be used in carrying out the business of the Fire Department to be purchased by the Board of Selectmen as provided in the By-Laws, agreeable to the petition of the Fire Chief.

The Finance Committee did not recommend this Article.

It was moved by Fire Chief Harold F. Purdy that Article 12 be accepted as read.

This motion was seconded.

A vote was taken:

In favor of Article 12 — 57 votes

Opposed to Article 12 — 43 votes

Voted: to accept Article 12 as read.

Article 13. On petition of the Civil Defense Director to see if the Town will vote to raise and appropriate the sum of \$2,900.00, for the purchase of one 15 KW Stand-by Electric Generator Plant, controls, and switches for a complete system, for the Fire-Highway building, said sum to be taken from the Surplus Revenue Account.

The Finance Committee recommended that this Article be amended to read \$1,900.00 instead of \$2,900.00

Voted to amend Article 13 to read \$1,900.00 instead of \$2,900.00.

Article 13, as amended, voted by unanimous vote.

Article 14. To see if the Town will vote to authorize the Selectmen to appoint three members the Moderator one member and the Chairman of the Finance Committee one member of a committee for board of five registered members to carry out the favorable report of the personnel board study committee January 16, 1968 on file with the Town Clerk to establish a personnel board for the Town under Chapter 41, Section 108A of said chapter, and all other matters for the administration for the personnel of the Town contemplated by said sections, said committee or board to report its recommendations to the Selectmen not later than October 1, 1968.

The Finance Committee recommended that Article 14 be adopted as read.

Voted: that Article 14 be adopted as read. The vote was unanimous.

Meeting adjourned at 9:40 P.M.

William T. Martin, Jr.

Town Clerk

Annual Town Election

March 18, 1968

The polls were declared open at 7 A.M. and were declared closed at 7 P.M. at the Fuller Meadow School.

The following election officers reported at 6:45 A.M. and were sworn as follows:

Lloyd H. Getchell	Bernice Sherwood
Thomas F. Dolan	Ann L. Goodale (reported at noon)
William T. Martin, Jr.	Marie Winquist
Blanche Paul	Mary Hocter
	Elsie Thurston

Reported at 6:45 P.M. and were sworn as follows:

Rita Spottiswoode	Ann Woodbury
Annette Karonis	Elena Ross
Violet Fontaine	Rita LeBlanc
Mary Hamilton	Ruth Waitt

The number of votes cast as indicated by the ballot box was 897.

This number agreed with the number of voters checked by the Ballot Clerks as having voted. The ballots were sorted, counted and tallied and declaration thereof made in open Town Meeting as follows:

Moderator		Treasurer, 3 years	
John R. Wallen	720*	Patricia M. Jordan	707*
Blanks	177	Blanks	190
Selectman, 3 years		Constable, 3 years	
George M. Farley	519*	James W. Wentworth	631*
Orin A. Nelson, Jr.	370	Blanks	266
Blanks	8	School Committee, 3 years	
Board of Public Welfare, 3 years		Georgia D. Lewis	672*
Leslie E. Merrifield	678*	Blanks	225
Blanks	219	School Committee, 1 year	
Board of Assessors, 3 years		Ralph W. LeDuc	648*
Donald A. Aylward	721*	Blanks	249
Blanks	176	Regional School Committee,	
Regional School Committee,		3 years	
2 years		James H. Coffin, Jr.	681*
Francis J. Leary, Jr.	664*	Blanks	216
Blanks	233		

Electric Light Commissioner, 3 years		Planning Board, 5 years	
		Louis S. Cerullo	485*
		Peter A. Johnson	376
Richard Ajootian	703*	Blanks	36
Blanks	194	Trustees of Flint Public	
Cemetery Commissioner, 3 years		Library, 3 years	
John A. Pellicelli	671*	James H. Coffin	668*
Blanks	226	Paul B. Wake	659*
		Blanks	467
Tree Warden		Water and Sewer Commissioner, 3 years	
Ernest R. Gould	689*	George W. Nash	667*
Blanks	208	Blanks	230

*signifies elected.

William T. Martin, Jr.
Town Clerk

Special Town Meeting of March 5, 1968 adjourned to March 19, 1968

The meeting was called to order at 7:45 P.M. by the Moderator.

The several Articles of the Warrant and the action taken thereon follows:

Article 1. To hear and act on Committee Reports.
No Committees reported.

Article 2. To see if the Town will vote to amend the Building Laws by adding thereto the following new sub-sections:

Section 6a. All materials used in construction shall be of a quality suitable for their respective uses and satisfactory to the Building Inspector.

Section 6b. When second hand or used materials are to be used, that fact shall be stated in the application filed, and no second hand or used material shall be used until it has been approved by the Building Inspector.

The motion was made and seconded and the Town voted to table this Article.

Article 3. To see if the Town will vote to amend the Building Laws by adding thereto a section entitled "Swimming Pools" as follows:

16A-1 Swimming Pool: means and is intended to include every artificial pool of water capable of a depth in excess of two feet at any point and used or intended for swimming or bathing, located indoors or outdoors together with the bathhouses, equipment and appurtenances used in conjunction therewith.

16A-2 Wading Pool: means an artificial pool of water in a basin having a maximum depth of less than two feet and intended chiefly as a wading place for children.

16A-3 Permanently installed: means a pool that is constructed in whole or in part into the ground or that is immovable or that is constructed or set upon the ground with the intent that it be immovable and is capable of containing in excess of 1400 cubic feet of water.

16B No permanently installed Swimming pool or wading pool, either public or private, shall hereinafter be installed without a permit therefor being issued by the Building Inspector.

16C All permanently installed swimming pools and wading pools constructed after passage of this by-law shall comply with set-back and side line clearances in like manner as other buildings and structures in accordance with Section 8 of the Building Laws.

16D All permanently installed, or to be installed, swimming pools or wading pools, public or private, capable of retaining more than two feet of water shall be fully enclosed with a suitable fence of not less than four feet in height and having a gate which can be secured by a lock to prevent entry into the swimming pool or wading pool area by unauthorized persons and, particularly, small children.

The Finance Committee made motion to table this Article.

The motion was seconded and the Town voted to table this Article 3.

Article 4. To see if the Town will vote to expend the sum of \$500.00 to pay a 1966 Salem Vocational High School Tuition bill; said sum to be taken from the Town Surplus Account.

The Finance Committee recommended and the Town voted to table this Article.

Article 5. On petition of the Board of Selectmen to see if the Town will vote to establish an Extended Sick Leave Account and to transfer thereto the sum of \$10,000.00; said sum to be taken from the Town Surplus Account and to be used to pay for the extended sick leave during 1968 of Town Employees not covered under existing Municipal Employees Sick Benefit Plans. Said monies to be disbursed at the discretion of an administering committee comprising of two members of the Board of Selectmen, two members of the Finance Committee and the Department Head of the Beneficiary employee or employees.

The Finance Committee recommended and the Town voted to table this Article.

Article 7. To see if the Town will approve or disapprove the \$2,750,000.00 debt authorized by the Regional District School Committee of the Masconomet Regional School District on February 10, 1968 for constructing and equipping an addition or additions to the district school.

The Finance Committee recommended and the Town voted to table this Article.

Meeting dissolved at 8:05 P.M.

William T. Martin, Jr.

Town Clerk

Special Town Meeting

March 19, 1968

Pursuant to a Warrant duly posted and served, the meeting was called to order by the Moderator, John R. Wallen. The return of service of the Warrant was read by the Town Clerk, and there being a quorum present, the following transactions took place:

Article 1. To hear and act on Committee Reports.

No Committees reported.

Article 2. To see if the Town will vote to amend the Building Laws by adding thereto the following new sub-sections: Section 6a. All materials used in construction shall be a quality suitable for their respective uses and satisfactory to the Building Inspector.

Section 6b. When second hand or used materials are used, that fact shall be stated in the application filed, and no second hand materials shall be used until it has been approved by the Building Inspector.

A motion was made and duly seconded that article 2 be adopted as read.

Voted: to adopt Article 2 as read, by unanimous vote.

Article 3. To see if the Town will vote to amend the Building Laws by adding thereto a section entitled "Swimming Pools" as follows:

16a1. Swimming Pool: means and is intended to include every artificial pool of water capable of a depth in excess of two feet at any point and used or intended for swimming or bathing, located indoors or outdoors, together with the bathhouses, equipment and appurtenances used in conjunction therewith.

16a2. Wading Pool: means an artificial pool of water in a basin having a maximum depth of less than two feet and intended chiefly as a wading place for children.

16a2. Permanently installed: means a pool that is constructed in whole or in part into the ground or that is immovable or that is constructed or set upon the ground with intent that it be immovable and is capable of containing in excess of 1400 cubic feet of water.

16b. No permanently installed swimming pool or wading pool, either public or private, shall hereinafter be installed without a permit therefor being issued by the Building Inspector.

16c. All permanently installed swimming pools and wading pools constructed after passage of this by-law shall comply with set-back and side line clearances in like manner as other buildings and structures in accordance with section 8 of the Building Laws.

16d. All permanently installed, or to be installed swimming pools or wading pools, public or private, capable of retaining more than two feet of water shall be fully enclosed with a suitable fence of not less than four feet in height and having a gate which can be secured by a lock to prevent entry into the swimming pool or wading pool area by unauthorized persons and, particularly, small children.

A motion was made and duly seconded that Article 3 be adopted as read.

A hand vote was taken:

In favor 86 votes — Opposed 122 votes

Article 3 defeated.

Article 4. To see if the Town will vote to expend the sum of \$500.00 to pay a 1966 Salem Vocational High School tuition bill; said sum to be taken from the Town Surplus Account.

The Finance Committee recommended and the Town voted to adopt Article 4 as read.

Article 5. The Finance Committee recommended that Article 5 be amended by changing the amount of \$10,000.00 to \$3,000.00.

Voted to amend Article 5 as recommended by the Finance Committee.

Article 5 as amended. On petition of the Board of Selectmen, to see if the Town will vote to establish an extended Sick Leave Account and to transfer thereto the sum of \$3,000.00; said sum to be taken from the Town Surplus account and to be used to pay for the extended sick leave during 1968 of Town Employees not covered under existing Municipal Employees Sick Benefit Plans. Said monies to be disbursed at the discretion of an administering committee comprised of two members of the Board of Selectmen, two members of the Finance Committee and the Department Head of the Beneficiary Employee or employees.

Voted: to adopt Article 5 as amended by unanimous vote.

Article 6. On petition of George W. Nash, and others, to see if the Town will vote the following sick leave policy for all permanent Town Employees: Fifteen (15) days per year sick leave with unlimited accumulation. Permanent employees with five (5) years full time service as of January 1, 1968, shall be credited with seventy-five (75) days sick leave at once. All other full time employees with less than five (5) years service shall be credited with fifteen (15) days for each year of service, or pro-rated at (1.25) days per month. In the case of prolonged illness should all sick leave be exhausted, the Selectmen, at the request of the Department Head, may vote to extend said leave at the rate of fifteen (15) days per request, for a period not to exceed one year. This policy to remain in effect until such time as the Town accepts a Personnel By-law, and shall be included in said By-law, or take any other action thereon.

The Finance Committee recommended and the Town voted that Article 6 be laid on table.

Article 7. to see if the Town will vote to rescind Article 21 as amended and voted at the Special Town Meeting held in Middleton on October 10, 1967.

The Finance Committee recommended the following action with respect to this Article:

With respect to this Article and upon advice of Town Counsel, I move "to amend the vote adopted under Article 21 of the Special Town Meeting held October 10, 1967, by striking out the words 'said borrowing to be paid for from earnings of the Water Department, so that the vote, as amended will read: "an appropriation not exceeding \$46,000.00 to be raised in the following manner:

(1) \$23,000.00 to be taken from the Water Department surplus account.

(2) \$23,000.00 to be obtained by borrowing."

The Amendment, as recommended by the Finance Committee was voted by voice vote.

Article 7, as amended, carried by unanimous vote.

Article 8. To see if the Town will (a) appropriate a sum not exceeding \$46,000.00 for the installation of a 24 inch water main in South Main Street from the present terminus in the vicinity of Park Avenue for a total of 3800 feet, more or less, to the terminus of an existing Town of Danvers pipe in the vicinity of the Danvers Pumping Station, (b) determine how any such appropriation shall be raised, whether by taxation, transfer of available funds or by borrowing or otherwise, and if by borrowing, to authorize the issuance and sale of bonds or notes of the Town, and (c) take any other action incidental to or connected with the foregoing.

The Finance Committee recommended and the Town voted indefinite postponement of this Article.

Article 9. To see if the Town will approve or disapprove the \$2,750,000.00 debt authorized by the Regional School Committee of the Masconomet Regional School District on March 2, 1968 for constructing and equipping an addition or additions to the district school.

The Finance Committee did not recommend this Article.

A motion was made and duly seconded to adopt Article 9 as read.

The Article was put to a vote by Secret Ballot, as follows:

In favor 122 votes — Opposed 149 votes

Article 9 was defeated.

The meeting was adjourned by the Moderator at 10:50 P.M.

William T. Martin, Jr.

Town Clerk

Special Town Meeting

November 19, 1968

Pursuant to a Warrant duly served, the Meeting was called to order at 8:10 P.M. by the Moderator, John R. Wallen.

The return of service of the Warrant, stating that said Warrant has been posted as required by law, was read by the Town Clerk.

The reading of the Warrant by the Town Clerk was waived by a motion by Robert G. Gowen, which was duly seconded and so voted by the Town.

A quorum was present at this meeting: 178 voters were present by count of members of the Board of Registrars at the door.

The following transactions took place:

Article 1. To hear and act on Committee reports.

No Committees reported.

Article 2. On petition of the Highway Surveyor to see if the Town will vote to transfer the sum of \$407.00 from Surplus Revenue to the Road Machinery Account.

The Finance Committee recommended that this Article be adopted as read.

Voted: that Article 2 be adopted as read.

Article 3. On petition of the Chief of Police to see if the Town will vote to transfer the sum of \$800.00 from the Police Labor Account to the Police Expense Account.

The Finance Committee recommended the adoption of Article 3 as read.

The Town voted to adopt Article 3 as read by voice vote.

Article 4. On petition of the Cemetery Commissioners to see if the Town will vote to transfer the sum of \$1,000.00 from the Opening Graves Account to the Cemetery Maintenance Account.

A motion was made by Ernest R. Gould, and duly seconded, to amend Article 4 to read:

Article 4. As amended. On petition of the Cemetery Commissioners to see if the Town will vote to transfer the sum of \$1,000.00 from the Opening Graves Account; \$500.00 to be transferred to the Cemetery Maintenance Account and \$500.00 to be transferred to the Cemetery Garage Account.

The Finance Committee recommended the adoption of Article 4.

Voted: to adopt Article 4, as amended, by voice vote.

Article 5. On petition of Anna S. Driscoll, Jennie E. Johnson, and others to see if the Town will vote to amend the Town By-laws by adding a section entitled "Council on Aging" to read as follows:

There is hereby established a Council on Aging consisting of from seven to eleven citizens of this Town, appointed by the Board of Selectmen for terms not to exceed four years for any member. Said terms shall be staggered so that not more than three appointments shall be made in any calendar year. Members can be re-appointed for con-current terms. The duties of said Council on Aging shall be to:

- 1) Identify the total needs of the community's elderly population;
- 2) Educate the community and enlist support and participation of all citizens concerning these needs;
- 3) Design, promote or implement services to fill these needs, or coordinate present existing services in the community;
- 4) Promote and support any other programs which are designed to assist elderly persons in the community.

Said Council on Aging shall cooperate with the Commonwealth of Massachusetts Commission on Aging and shall be cognizant of

all state and federal legislation concerning funding, information exchange, and programming which exists for better community programming for the elderly. Said Council on Aging shall give an annual report to the Board of Selectmen with a copy of that report directed to the Commonwealth of Massachusetts, Commission on Aging.

The Finance Committee is not required to make recommendation on this Article, however, the Finance Committee did make a motion that Article 5 be adopted as read.

This Motion was duly seconded.

A two thirds vote required on this Article.

Article 5 voted as read by unanimous vote.

Article 6. To see if the Town will authorize the School Committee, in accordance with General Laws, Chapter 149, Section 178i as amended by Chapter 633 of the Acts of 1968, to designate an attorney as a representative of the School Committee for the purpose of bargaining with employee organizations for school employees, or will take any other action relating to the same.

The Finance Committee recommended and the Town voted the adoption of this Article by unanimous vote.

Article 7. To see if the Town will vote to authorize the Board of Selectmen to purchase a certain parcel of land hereinafter described and to appropriate therefor from available funds the sum of \$800.00. Description: A portion of a parcel of land now or formerly of Richard R. Clarke and Dorothy A. Clarke on Edgewood Road, Middleton, Essex County, Massachusetts, recorded with Essex South District Registry of Deeds, Book 5128, Page 189, dated November 22, 1963; the portion to be granted as follows:

WESTERLY by Edgewood Road eight and no/100 (8.00) feet;

NORTHERLY by lot #9 one hundred and thirty six and 37/100 (136.37) feet;

EASTERLY by parcel marked, "School Site" eight and no/100 (8.00) feet;

SOUTHERLY by lot #10 one hundred thirty-six and 37/100 (136.37) feet;

Containing 1,090.96 square feet of land more or less, Said land is a portion of that parcel of land shown as Lot 10 on plan entitled, "Subdivision Plan, Middleton Farms," recorded with Essex

South District Registry of Deeds, Book of Plans 96. Plan 38 dated February 1, 1961.

The Finance Committee recommended and the Town voted the adoption of this Article by unanimous vote.

Article 8. On petition of Gerald L. Woodland, Jr., and others, to see if the Town will accept Meadow Drive beginning at a point at the intersection of South Main Street and extending westerly for a distance of two thousand five hundred twenty-five feet; Edgewood Road beginning at a point at the intersection of Meadow Drive and extending southerly for a distance of one thousand fifty feet; and Fuller Road beginning at a point at the intersection of Edgewood Road and extending westerly for a distance of two thousand one feet as shown on plan entitled Subdivision Plan Middleton Farms, for Middleton Development Corporation.

The Planning Board recommended that Article 8 be adopted as read.

After discussion a vote was taken:

Voted: to adopt Article 8 as read.

Article 9. On petition of the Planning Board to see if the Town will vote to rezone eleven and one-half acres of land from zone R-1B to Business B district. Said land being described as follows:

Beginning at a point at the Town line of Danvers and Middleton and the Easterly side of Locust Street, thence running in a NORTHEASTERLY direction on said Town line, 1090 feet; thence turning and running in a NORTHWESTERLY direction 560 feet to a point on a line parallel to and 500 feet from the said Town line of Danvers and Middleton, thence turning and running in a SOUTHWESTERLY direction 930 feet along a line which is parallel to and 500 feet from the Town line of Danvers and Middleton to the Easterly side of Locust Street, thence turning and running SOUTHEASTERLY along said Locust Street, 520 feet to the point of beginning.

The Planning Board recommended that Article 9 be accepted as read.

A motion was made and seconded to table Article 9.

Motion to table was seconded.

A motion was made by Chairman of the Planning Board, Eugene J. LeBlanc, to recess the Meeting.

Motion to recess denied by the Moderator.

After discussion it was moved to put the motion of the Planning Board to a vote, to adopt Article 9 as read.

A vote was taken by showing of hands:

In favor 131 votes — Opposed 29 votes

Voted: to adopt Article 9 as read.

A two-thirds vote required. Article 9 adopted as read.

Article 10. On petition of the Essex Development Corporation to see if the Town will amend the zoning by-law inserting therein the following amendment:

Section V. Use Regulations

A 10

m. Town houses in an R-1b Residence district provided that:

1. The density requirement for a dwelling unit shall be one dwelling per 40,000 square feet
2. A site plan shall be prepared and approval as provided in Section VI-H
3. The Board of Health shall be satisfied with the adequacy of the methods on the site for waste disposal surface and sub-surface drainage; and that
4. All other requirements of this by-law, any building regulations and regulations of the Board of Health are fully complied with
5. The Board of Appeals shall allow the applicant to construct the dwelling units in areas less than 40,000 square feet per dwelling unit and give allowance to the applicant of the density requirement of Section V10, M1 provided that the applicant shall execute and deliver to the Town a covenant suitable for recording at the Essex South Registry of Deeds that the land adjoining said dwelling units and for which the land allowance is being given, shall not be constructed upon with dwelling units in any manner.
6. For the purposes of this By-law a Town House is a dwelling unit which has common side walls with a contiguous dwelling unit or units.

The Planning Board does not recommend this Article.
No motion was made on this Article.

Article 11. On petition of the Masconomet School Committee to see if the Town will appropriate \$24,207.90 to the Masconomet Regional School District for preparing architectural and engineering plans for the construction of an addition or additions to the regional school, together with any remodeling to existing building, and to determine how such sum shall be raised.

The Finance Committee recommended the adoption of this Article.

Selectman Robert G. Gowen made a motion that Article 11 be amended by adding "said sum to be taken from the Surplus Revenue Account".

The motion to amend was seconded.

It was voted to amend Article 11 by a unanimous vote.

Article 11, as amended. On petition of the Masconomet School Committee to see if the Town will appropriate \$24,207.90 to the Masconomet Regional School District for preparing architectural and engineering plans for the construction of an addition or additions to the regional school, together with any remodeling to the existing building, said sum to be taken from the Surplus Revenue Account.

Article 11, as amended, was voted by unanimous vote.

On motion duly seconded, it was voted to adjourn at 9:15 P.M.

William T. Martin, Jr.

Town Clerk

TOWN CLERK'S REPORT

Vital Statistics

67 births, 57 marriages and 30 deaths have been recorded during the year 1968, as follows:

Births Recorded in 1968

Date of Birth	Name of Child	Names of Parents
1967		
Aug. 3	Denise Lind	Robert P. & Gertrude M. Lind
Oct. 27	Suzanne May Morrison	William D. & Deborah Morrison
Dec. 8	Janis Lorraine Noble	Richard C. & Doris Y. Noble
1968		
Jan. 14	Laura Ann Dougherty	Frederick J. & Joan M. Dougherty
Jan. 18	Donald Edw. Reddington, II	Donald E. & Carolee G. Reddington
Jan. 20	David Thomas Leary, Jr.	David T. & Dorothy J. Leary
Feb. 2	Noreen Michele Dooley	Joseph J., Jr. & Mary L. Dooley
Feb. 7	Paul William Daniels	William A. & Anne F. Daniels
Feb. 9	Janelle Lynn Kaminski	Kenneth D. & Jane H. Kaminski
Feb. 13	Sandra Bernice Casey	Robert J. & Bernice M. Casey
Feb. 13	Neal Richard Celley, III	Neal R., Jr. & Gail M. Celley
Feb. 14	Sheryl Ann Gerlach	David L. & Pamela A. Gerlach
Feb. 18	Carl Norman Ohlson, Jr.	Carl N. & Patricia A. Ohlson
Feb. 19	Peter Allan Sheldon	Gordon E. & Charlene A. Sheldon
Feb. 21	Valerie Lyn Hull	Michael K. & Virginia N. Hull

Date of Birth	Name of Child	Names of Parents
Feb. 24	Jennifer Brooke Lentz	Terry L. & Sharon A. Lentz
Feb. 28	Paul Anthony Puorro	Frederick G. & Phyllis M. Puorro
Feb. 28	Mark Anthony Puorro	Frederick G. & Phyllis M. Puorro
Feb. 28	Christopher Gerald Lane	Gerald V. & Lois M. Lane
Mar. 1	Vicki Lee Valeriani	Francis T. & Roberta E. Valeriani
Mar. 2	Linda Carrie Blauvelt	Walter E. & Nina L. Blauvelt
Mar. 4	George Emory Miller	George W. & Doris L. Miller
Mar. 21	Melissa Milbery	John W. & Alice D. Milbery
Apr. 1	Christopher Scott Ulbin	Chester & Jean M. Ulbin
Apr. 5	Cathy Ann Samson	Helmut A. & Gloria A. Samson
Apr. 18	Darren Joseph Luscomb	George D. & Linda O. Luscomb
May 4	Gary Walter Nelson	Orin A. & Elaine B. Nelson
May 6	Erie Shawn Crocker	James W. Carolyn M. Crocker
May 10	Kristin Ann Mullen	Thomas M. & Dorothy A. Mullen
May 12	Debra Jean Kehoe	Arthur & Geraldine A. Kehoe
May 16	Julie Deborah Wise	Rodney K. & Rosemarie D. Wise
May 20	Christine Lynne Rosselle	John C. & Susan J. Rosselle
May 21	John Emerson McCarthy	John A. & Joyce McCarthy
May 24	Richard Winston Holtz	John B. & Gretchen Holtz
May 25	Jennifer Anne Cook	Paul W. & Priscilla M. Cook
June 4	Richard Charles Leary, Jr.	Richard C. & Fronie A. Leary
June 12	Kris Gerard Bouchard	Armand R., Sr. & Ruth I. Bouchard

Date of Birth	Name of Child	Names of Parents
June 18	James Herbert Currier, II	James H. & Carolyn L. Currier
June 18	Timothy Eric Pitman	William H. & Jeannie L. Pitman
June 29	Stephanie Jean Hyde	Arthur E. & Valerie A. Hyde
July 3	Ralph Warren Matthews	Ralph H., Jr. & Shirley E. Matthews
July 9	Susan Beth Merchant	James N. & Shirley J. Merchant
July 10	Nancy Jane Britner	Frank R., Jr. & Kathleen M. Britner
July 10	Joan Marie Barrett	William & Doris J. Barrett
July 15	Elizabeth Sandra Wood	Richard C. & Christine A. Wood
July 19	David Scott Angers	Paul O. & Anne M. Angers
July 30	Annmarie Doris Karayianes	Frank A. & Mary E. Karayianes
Aug. 4	Pamela Jane Munroe	Russell F., Jr. & Dorothy B. Munroe
Aug. 7	Kristen Green	Robert L. & Diana Green
Aug. 19	Markus Mintauts Blaus	Ilgvars M. & Olga Blaus
Aug. 20	Michael David Hudnall	Donald V. & Corinne A. Hudnall
Sept. 1	Donald Nelson Bullerwell, Jr.	Donald N. & Monica E. Bullerwell
Sept. 3	Nancy Patricia Cerullo	Louis S. & Mary Ellen Cerullo
Sept. 4	Maribeth Baldassarri	Henry C. & Janet M. Baldassarri
Sept. 6	Susan Elaine Twombly	Robert D. & Carol A. Twombly
Sept. 10	Jon Michael Eisenhaur	Jon H. & Susan Eisenhaur
Sept. 14	James Benjamin Sitomer	James L. & Mary D. Sitomer
Sept. 15	James Albert Savoie	Jeffrey W. & Elizabeth A. Savoie
Sept. 30	Susan Elizabeth Blackington	Ronald D. & Karen C. Blackington

Date of Birth	Name of Child	Names of Parents
Oct. 9	Maureen Lorraine Flynn	Louis P. & Marguerite M. Flynn
Oct. 12	Douglas Christopher Gage	Lester F. & Anita Gage
Oct. 14	Lisa Mary Record	Alan P. & Leona M. Record
Oct. 26	William Douglas Raynard	Edward L. & Shirley M. Raynard
Nov. 11	James Edward Denault	Lionel O. & Jean E. Denault
Nov. 18	Jon Byron Andrews	James H. & Carole A. Andrews
Dec. 2	Wendy Lou White	Robert D. & Ann E. White
Dec. 24	Alexander Csizmadia	Alexander & Yoland Csizmadia
Dec. 27	Julie Anne Merrill	Phillip L. & Anne M. Merrill

Please report any errors or omissions of Birth Records to the Town Clerk that the Records may be corrected promptly.

Marriages Recorded in 1968

Date of Marriage	Names	Residence
Jan. 17	Michael Louis Doyle	Middleton, Mass.
	Rosemary Bryant	Topsfield, Mass.
Jan. 20	William Michael Rooney	Middleton, Mass.
	Lorraine Theresa Dupuis	Andover, Mass.
Feb. 4	Lawrence George Chase	Middleton, Mass.
	Maryann Julia Mahoney	Beverly, Mass.
Feb. 10	Robert Perkins Fuller, Jr.	Middleton, Mass.
	Vicki Lynn Sutherland	Middleton, Mass.
Feb. 17	Eugene Francis Perry	Middleton, Mass.
	Charlotte Fee Whittemore	West Boxford, Mass.
Feb. 17	Raymond Bernard Leary	Lynn, Mass.
	Eileen Patricia Ruane	Middleton, Mass.
Feb. 17	Vaughn Jay Morin	Danvers, Mass.
	Pauline Ann Fontaine	Middleton, Mass.

Date of Marriage	Names	Residence
Mar. 8	James Herbert Robicheau	Middleton, Mass.
	Elaine Marie Coulombe	Danvers, Mass.
Mar. 16	James Philip Bastable, Jr.	Middleton, Mass.
	Barbara Ann Heaney	Danvers, Mass.
Mar. 16	Richard John Farrell	Middleton, Mass.
	Marie Elsie Hinkley (nee Gould)	Middleton, Mass.
Mar. 23	Donald Vincent Hudnall	West Peabody, Mass.
	Corinne Ann Larson	Middleton, Mass.
Mar. 27	Robert Leo O'Neil	Melrose, Mass.
	Stephanie Ross Seaver	Middleton, Mass.
Mar. 30	Duane Marshall Gage	Middleton, Mass.
	Marguerite Concetta LeClair	Danvers, Mass.
Apr. 13	Almon Howard Griffin	Middleton, Mass.
	Rosalind Thelma Hocter	Boxford, Mass.
May 12	Anthony Carl Gregory	Middleton, Mass.
	Mary Ellen Paul	Haverhill, Mass.
May 10	Alexander Carl Arcisz	Middleton, Mass.
	Karen Louise DeRocher	Lynn, Mass.
May 18	Roy Vaughn Cook	Amesbury, Mass.
	Linda Jeanne McLean	Middleton, Mass.
May 25	Frederick John Trayers, Jr.	Salem, Mass.
	Carol Marie Waron	Middleton, Mass.
May 25	Charles Rubchinuk	Middleton, Mass.
	Mary Ellen Frink	Malden, Mass.
May 25	Edward Harry Broughton	Middleton, Mass.
	Ruth Margaret Watson	Danvers, Mass.
June 1	Thomas Joseph Ruane	Middleton, Mass.
	Marie Simone Carnevale	Beverly, Mass.
June 1	James Joseph DeCosta	Middleton, Mass.
	Susan Lorraine Bullerwell	Middleton, Mass.
May 26	George Edward Dow	Middleton, Mass.
	Diane Louise Morrell	Middleton, Mass.
June 7	Donald Nelson Bullerwell	Middleton, Mass.
	Monica Elizabeth Sunderland	Middleton, Mass.
June 22	Terrill Herbert Cowan	Middleton, Mass.
	Lynne Spencer	Middleton, Mass.
June 22	Donald Larry McKenney	Peabody, Mass.
	Mary Louise Fitzpatrick	Middleton, Mass.
June 29	Glenfield George Parker	Danvers, Mass.
	Linda Muzichuk	Middleton, Mass.
July 6	Richard Roland Newton	Middleton, Mass.
	Ellen Joyce Williams	North Andover, Mass.

Date of Marriage	Names	Residence
July 6	Linwood Stanley Kemp	Westfield, Mass.
	Leea Barbara Sterling	Middleton, Mass.
July 27	Ronald Richard Gallagher	Beverly, Mass.
	Coralie Ada Bullerwell	Middleton, Mass.
July 6	Paul Richard Dane	Middleton, Mass.
	Judith Ann Quinn	Burlington, Vermont
July 7	Alfred John Davis	Springfield, Mass.
	Judith Anne Woodbury	Middleton, Mass.
June 23	Stephen Douglas Brasseal	Hialeah, Florida
	Rowena Iva Merseiriau	Beverly, Mass.
Aug. 4	Roy A. Mills	Danvers, Mass.
	Nancy Porter	Danvers, Mass.
Aug. 4	Donald Fowler Armstrong	Middleton, Mass.
	Pamela Ellen Gould	Lynn, Mass.
Aug. 3	Michael Francis Herlihy	Middleton, Mass.
	Kathleen Frances Sliney	Middleton, Mass.
Aug. 3	Paul Francis Armitage	North Andover, Mass.
	Jacquelyn Marie Dowling	Middleton, Mass.
Aug. 10	Richard Freeland Pennock	North Andover, Mass.
	Glinda Glee Belair	Middleton, Mass.
Aug. 11	James Warren Kelley	Middleton, Mass.
	Joan Marie McKeough	Danvers, Mass.
Aug. 24	Richard Michael Farrell	Middleton, Mass.
	Mary Catherine Martin	Middleton, Mass.
Aug. 24	Joel Ginsberg	Randolph, Mass.
	Linda Sue Schaefer	Middleton, Mass.
Aug. 17	Joseph Henry Burke	Middleton, Mass.
	Marjorie Rose LeBel	Middleton, Mass.
Sept. 6	Raymond Joseph Dansereau	Middleton, Mass.
	Rosalie Ann Gamby (nee Dudgeon)	Middleton, Mass.
Sept. 10	George Phillip Carpenter	Middleton, Mass.
	Jane Shaw Palmer	Middleton, Mass.
Aug. 31	Brian Joseph Woodbury	Middleton, Mass.
	Beverly Ann Stone	Middleton, Mass.
Sept. 22	Robert Chester Riddle	Middleton, Mass.
	Jeanne Rubchinuk	Middleton, Mass.
Sept. 27	William Dennis Pearson	Middleton, Mass.
	Jylle Louetta Eldridge	Middleton, Mass.
Oct. 26	Paul Scott Spaulding	Georgetown, Mass.
	Ida Louise Denault (nee DeBlois)	Middleton, Mass.

Date of Marriage	Names	Residence
Oct. 26	Ronald Francis Emro	Middleton, Mass.
	Linda Marie Gilbert	North Andover, Mass.
Oct. 25	John Joseph Cabral	Middleton, Mass.
	Mary Bridget Kelly	Somerville, Mass.
Nov. 16	Henry Thomas Gagnon	Salem, Mass.
	Marie Elena LaRiviere	Middleton, Mass.
Nov. 23	Paul John Smerczynski	Middleton, Mass.
	Kathleen Ann Coyne	Bridgeport, Ohio
Dec. 21	Fred Paschukoff	Middleton, Mass.
	Diane Agnes Hull (nee Tache)	Salem, Mass.
Dec. 28	Vance Allen Perry	Middleton, Mass.
	Joan Lois Cyr	Hamlin, Maine
Dec. 28	Harry Sims Bullerwell	Middleton, Mass.
	Wilma Betty Cassista (nee Butler)	Middleton, Mass.
Dec. 28	Gene Corridon Trask	Barre, Mass.
	Joan Alice Young	Middleton, Mass.
Dec. 28	Thomas Crawford Carlton	Middleton, Mass.
	Sally Barnard Fairbanks	Middleton, Mass.

Deaths Recorded in 1968

Date of Death	Name	Years	Age Mos. Days
Jan. 12	Wilfred Linfield	74	6 3
Jan. 15	Herbert Ayles	75	4 17
Feb. 9	Walter Lambertson Paine	79	1 8
Jan. 11	Clarence Baker	51	11
Jan. 23	Arthur S. Tuttle	72	4 26
Jan. 27	Julia A. Sheridan (Burton)	86	
Feb. 29	Baby Boy Lane	—	— 1
Apr. 22	Julius W. Westman	92	10 16
Apr. 12	Thomas A. Dixon	86	8 12
May 12	Arthur A. Magee	45	— —
June 6	Gary B. Tibbetts	21	8 13
Apr. 11	Gilbert Erne Sanders	79	10 14
May 25	Leroy E. Brinker	37	6 16
June 14	Charles A. Tuttle	79	9 16
June 22	Roy Mack	76	3 19
July 8	Bertha Jane (Weeks) McCaul	76	1 22
July 3	Mary E. Reynolds	80	5 21
July 20	Ethel M. Berrett (nee Sewell)	79	3 3
July 8	Louis A. Buchanan	39	1 10

Date of Death	Names	Years	Mos. Days	Age
Aug. 20	Charles G. Bates	74	10	23
Aug. 8	Dorothy Mary Day (Merrill)	74	3	24
Aug. 13	Hardee G. V. Day	76	4	17
Sept. 2	Hillaire H. LeBel	72	8	27
Aug. 21	Florence Luscomb	78	9	10
Nov. 7	Charles A. Berry	73	5	7
Oct. 10	Ernest F. Campbell	77	9	15
Oct. 31	Alice B. Paine (Steeves)	73	11	13
Nov. 20	Alden G. White	68	12	—
Nov. 24	Gertrude Fennessey (nee Obst) ..	82	1	26
Dec. 27	Leila R. (Varley) Teakles	79	4	1
Dec. 13	Olaf P. Jensen	74	8	28
Dec. 19	Rhoda Bewsher	67	2	22

Fish and Game Licenses Issued — 1968

110 Resident Citizen	Fishing
43 Resident Citizen	Hunting
40 Resident Citizen	Sporting
12 Resident Citizen	Minor Fishing
18 Resident Citizen	Female Fishing
1 Resident Citizen	Minor Trapping
1 Resident Citizen	Trapping
1 Non-Resident	Fishing
6 Archery Deer Stamp	
9 Resident Citizen Sporting — Free (Over 70 years of Age)	
1 Resident Citizen Sporting — Free (Military Personnel)	
1 Resident Citizen Fishing — Free (Paraplegic or Blind)	

Dog Licenses Issued — 1968

277 Male Dogs
82 Female Dogs
192 Spayed Female Dogs
3 Kennel License (4 Dog)
4 Kennel License (10 Dog)

TAX COLLECTOR'S REPORT

REAL ESTATE TAXES — 1966

Recommitted 1968	\$ 153.40	
Interest	10.71	
Collections:		
Tax		\$ 153.40
Interest		10.71
	<u>\$ 164.11</u>	<u>\$ 164.11</u>

REAL ESTATE TAXES — 1967

Balance January 1, 1968	\$ 33,342.64	
Abatement rescinded	19.20	
Interest	1,415.22	
Collections:		
Tax		\$ 33,158.32
Interest		1,415.22
Tax Takings		203.52
	<u>\$ 34,777.06</u>	<u>\$ 34,777.06</u>

REAL ESTATE TAXES — 1968

1968 Commitment	\$857,875.46	
Interest	330.55	
*Refunds	1,363.48	
Collections:		
Tax		\$791,258.45
Interest		330.55
Abatements		26,863.96
Certified to Tax Title Accounts		4,047.16
Uncollected December 31, 1968		37,069.37
	<u>\$859,569.49</u>	<u>\$859,569.49</u>

*Includes (\$832.00) refunds for over-payment

MOTOR VEHICLE & TRAILER EXCISE TAXES — 1966

Balance January 1, 1968	\$ 3,820.69	
Interest	401.03	
Collections:		
Tax		\$ 2,687.49
Interest		401.03
Abatements		29.70
Uncollected December 31, 1968		1,103.50
	<u>\$ 4,221.72</u>	<u>\$ 4,221.72</u>

MOTOR VEHICLE & TRAILER EXCISE TAXES — 1967

Balance January 1, 1968	\$ 11,057.62	
Committed 1968	7,936.45	
Interest	669.35	
Refunds	737.78	
Collections:		
Tax		\$ 14,579.37
Interest		669.35
Abatements		1,974.02
Uncollected December 31, 1968		3,178.46
	<u>\$ 20,401.20</u>	<u>\$ 20,401.20</u>

MOTOR VEHICLE & TRAILER EXCISE TAXES — 1968

1968 Commitment	\$101,680.33	
Interest	182.72	
*Refunds	2,935.99	
Collections:		
Tax		\$ 80,888.54
Interest		182.72
Abatements		7,753.79
Uncollected December 31, 1968		15,973.99
	<u>\$104,799.04</u>	<u>\$104,799.04</u>

*Includes (\$34.08) refunds for over-payment

PERSONAL PROPERTY TAXES — 1966

Balance January 1, 1968	\$ 681.20	
Interest	45.70	
Collections:		
Tax		\$ 439.40
Interest		45.70
Abatement		39.00
Uncollected December 31, 1968		202.80
	<u>\$ 726.90</u>	<u>\$ 726.90</u>

PERSONAL PROPERTY TAXES — 1967

Balance January 1, 1968	\$ 1,370.40	
Interest	51.35	
Collections:		
Tax		\$ 1,178.40
Interest		51.35
Uncollected December 31, 1968		192.00
	<u>\$ 1,421.75</u>	<u>\$ 1,421.75</u>

PERSONAL PROPERTY TAXES — 1968

1968 Commitment	\$ 12,822.16	
Interest	6.74	
Collections:		
Tax		\$ 11,696.88
Interest		6.74
Abatements		264.16
Uncollected December 31, 1968		861.12
	<u>\$ 12,828.90</u>	<u>\$ 12,828.90</u>

FARM ANIMAL EXCISE TAXES — 1967

Balance January 1, 1968	\$ 20.25	
Uncollected December 31, 1968		\$ 20.25
	<u>\$ 20.25</u>	<u>\$ 20.25</u>

FARM ANIMAL EXCISE TAXES — 1968

1968 Commitment	\$	70.50	
Interest		.27	
Collections:			
Tax	\$	27.00	
Interest		.27	
Uncollected December 31, 1968		43.50	
	\$	70.77	\$ 70.77

WATER LIEN ACCOUNTS — 1967

Balance January 1, 1968	\$	33.72	
Collections			\$ 33.72
	\$	33.72	\$ 33.72

WATER LIEN ACCOUNTS — 1968

1968 Commitment	\$	851.23	
Collections			\$ 723.33
Transferred to Tax Title Account			44.78
Uncollected December 31, 1968			83.12
	\$	851.23	\$ 851.23

SUMMARY AND COMPARISON

1967 - 1968

COMMITMENTS

	1967	1968	Increase
Real Estate Taxes	\$761,335.20	\$857,875.46	\$ 96,540.26
Motor Vehicle Excise Taxes	96,815.21	109,616.78	12,801.57
Personal Property Taxes	11,280.80	12,822.16	1,541.36
Farm Animal Excise Taxes	30.00	70.50	40.50
Water Lien Accounts	885.24	851.23	34.01*
	\$870,346.45	\$981,236.13	\$110,889.68

*Decrease

COLLECTIONS

	1967	1968	Increase
Real Estate Taxes	\$749,011.12	\$826,326.65	\$ 77,315.53
Motor Vehicle Excise Taxes	91,425.06	99,408.50	7,983.44
Personal Property Taxes	11,398.21	13,418.47	2,020.26
Farm Animal Excise Taxes	9.85	27.27	17.42
Water Lien Accounts	811.60	757.05	54.55*
	<u>\$852,655.84</u>	<u>\$939,937.94</u>	<u>\$ 87,282.10</u>

*Decrease

ITEMS OF INTEREST

Total Commitments for 1968 — \$981,236.13. This represents an increase of \$110,889.68 over last year. Total Collections — \$939,937.94; an increase of \$87,282.10.

Taxes are 94.0% collected as compared to 94.2% last year. Uncollected taxes total \$58,728.11. This is an increase of \$8,401.59 over 1967. An increase in the number of partial payments on Real Estate Taxes plus a substantial increase of \$7,590.00 in late Commitments of Excise Taxes is the reason for this increase. Interest collected on overdue taxes amounted to over \$3,100.00. This is an increase of approximately \$500.00 over last year.

Chapter 290 of the Acts of 1968 as enacted by the Legislature has increased the rate of interest on unpaid taxes from 6% to 8%. This will apply to taxes assessed in 1969 and thereafter.

In closing, I extend my sincere thanks to Town Officials and Citizens of the Town for their co-operation and support.

Respectfully submitted,

HAROLD E. TYLER,

Collector of Taxes

MIDDLETON COMMUNITY SERVICES

January 22, 1969

To: The Honorable Selectmen and Board of Health, and to the
Citizens of the Town of Middleton —

I respectfully submit this report.

The Year 1968 was not an idle one. As I look back I become very tired knowing how much was accomplished. Would you believe that there were 684 families served by the Community Nurse?

Public Health Services were many. A total of 6 immunization clinics were held with 41 attending. Tri Sabin Oral Polio Vaccine was administered to 39 children. Of these, 17 received booster doses. DPT — Diphtheria, Tetanus, and Pertussis (Whooping Cough) immunizations were given to 34 children, with 22 receiving boosters. There were also 21 measles immunization shots given to 21 children. This is a single shot immunization and does not require a booster. Since the State passed a law one year ago making it mandatory for all children who are entering either kindergarten or first grade to be protected against these diseases, these clinics which are sponsored by the Board of Health, are held periodically throughout the year.

Home visits were made to all new born infants. During these visits, a survey of all members of the family is taken regarding the protection of each against the various communicable diseases either through natural protection (which is obtained from having had the disease) or from immunization. Those who have not been properly protected are encouraged to make an appointment with the Community Nurse or a private physician in order to keep their immunity at a high level. At this time also, the mother is instructed in care of the infant when necessary and questions and answers are exchanged. When it is found that there are health or other problems with any member of the family, the nurse refers the individual to the proper sources. There were 70 of these visits made to new infants and additional follow-up visits were made when necessary.

All homes of premature infants were visited. Advice for their proper care was given. There were 3 such visits made during the past year. When necessary, the Board of Health gives financial assistance for the hospitalization of these infants. However, this was not requested by any of these three cases.

Tine tests were done on 18 individuals. This test is done to detect early signs of Tuberculosis but a positive skin reaction does not necessarily mean that a person has the disease. All positive reactors are sent to Salem Chest Clinic for X-rays. No active cases of T.B. were reported in 1968. At present, there are 72 on the case register. The case register reads as follows:

Current (active within last 5 years)	4
Hospitalized in 1967	1
Patients on drugs	2
Review (inactive for 5 or more years)	13
Follow-up:	
Contacts	41
Positive reactors on drugs	2
Positive skin reactors	15

To control the spread of Tuberculosis, it is necessary to have actively ill persons and their contacts under constant surveillance.

A total of 90 town employees and Golden Agers were given vaccine against Asian Flue at 2 clinics. Those who received an additional shot numbered 12. The second shot was necessary to complete the basic series of immunization.

Communicable diseases are controlled only through cooperation of the Health Agent and Community Nurse. To prevent further outbreaks of Hepatitis, 7 visits were made to homes with reported cases of this disease and an attempt was made to trace the source of the infection. 34 other Communicable Diseases were reported to the State.

A Lazy Eye Clinic sponsored by the Middleton Community Services in cooperation with the local Health Department and the Middleton School Department was held in June. There were 69 children between the ages of 3-6 years screened. Of these, 3 were re-screened and 2 referred to a local Ophthalmologist. Since loss or reduction of sight is a tragedy at any age, it seems only reasonable to help children and their families by conducting an early eye-sight screening program. This program is quite different from the eye test received in school and many conditions may be corrected or improved if discovered at the preschool age.

Visiting Nurse Services grew considerably. A total of 1225 home visits were made for various nursing services. This marks an increase of 729 visits over last year. In addition, 167 patients were admitted to the Service — an increase of 50 over last year. Of these, 34 were Medicare patients who received 860 visits. Last

year only 12 Medicare patients were admitted and they received 337 visits. All aspects of nursing were given to these patients as well as much health teaching and guidance.

There were 180 visits made to homes by the Physical Therapist, Mrs. Judith James, for rehabilitation purposes and it is with regret that I must accept her resignation. However, Mrs. Barbara Williams of Reading joined the Staff in January, 1969 to replace her.

In addition to the services rendered, many conferences were held with the State Department of Public Health Nurse Advisor assigned to this area, Department of Public Health Consultants for T.B. Control, Salvation Army Officers, Nurses Advisory Committee, Head Start Nurse, Mrs. Barbara Bowes, School Nurse. Twenty consultations were held with the Health Agent, Mr. Arthur Donovan. There were 41 conferences with the Physical Therapist. Four classes on Rehabilitation Nursing were attended. A conference at Childrens Friend Society in Salem was attended, as well as 3 classes at Danvers State Hospital on Public Health Nursing of the mentally ill person, and 1 at Salem Chest Clinic about Communicable Diseases, as well as several on Medicare. All of this was accomplished in a total of 1438½ nurse-hours.

At this time, I would like to take the opportunity of thanking all those who have cooperated in order to make all of these programs realized. I especially wish to thank Mrs. Mary P. Santapaula, R.N. without whom much of the preceding could not have been accomplished; Mrs. Virginia Stevens, R.N.; the members of the Nursing Advisory Committee and the Board of Directors of Middleton Community Services, Inc.; the Fire and Welfare Departments; Miss Lucinda O'Laughlin, Social Worker; Mrs. Barbara Bowes, R.N., School Nurse; the Middleton School Department; Mr. Arthur Donovan, Health Agent; Judith James, Physical Therapist; Mr. William T. Martin, Town Clerk; and numerous volunteers who gave so willingly of their time.

Respectfully submitted,

MARIE T. DESCHAMPS, R.N.

Community Nurse

DOG OFFICER'S REPORT

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton:

I hereby submit my report as dog officer for the year ending
December 31, 1968.

Complaints received and investigated	130
Dogs restrained	5
Dogs placed in pound	25
Dogs returned to rightful owner	22
Poultry and animals killed by dogs	31
Report of dog bites	52
Stray dogs disposed of	4
Selectmen's hearings on dog complaints	4
Miscellaneous cases	113

In making this report I would like to point out that there were
242 delinquent dogs. The owners were notified to license their
dogs and did so without court appearance.

Also, a total of 695 miles was traveled in investigation of the
various dog complaints.

Middleton's first rabies clinic was held June 15, 1968, 95 dogs
were inoculated. A rabies clinic will be sponsored in town in
June 1969.

I wish to notify all dog owners that their dog licenses are due
on April 1, 1969. Being the (owner) or (keeper) of a dog 3
months old after March 31st and you did not cause it to be licensed
(penalty \$15.00 each).

In closing I would like to extend my appreciation to the
Board of Selectmen, the Police Department, the Town Clerk and
all dog owners for their splendid spirit and co-operation shown
during the year 1968.

Respectfully submitted,

CHARLES H. OHLSON,

Dog Officer

FIRE DEPARTMENT REPORT

To the Honorable Board of Selectmen, and the
Citizens of the Town of Middleton:

I hereby submit my Annual Report of the Fire Department
for the year ending December 31, 1968.

The Fire Department personnel consists of a permanent Chief,
Deputy-Chief, two Privates, and a call force of a Captain, four
Lieutenants, and twenty-six Privates for a total of thirty-five men.

The Fire Department again answered a record number of 379
calls in 1968. They are as follows:

Buildings	22
Automobiles	31
Brush, Woods, Rubbish, Grass	101
Dumps	19
Oil Burners	6
Electrical	10
Chimneys	1
Ovens & Stoves	7
Washers & Dryers	1
Miscellaneous Calls (Accidents, Etc.)	10
Service Calls	56
Rescue Calls	16
Investigations (Smoke, Gas, Etc.)	43
Assist Police	15
Mutual Aid Calls	20
Needless Calls	3
False Alarms	18

Total 379

Box Alarms	104
Still Alarms	275

Total 379

Inspections and Permits granted for the following:

Permits to Burn	563
Oil Burners	25
Explosives	8
Remove and transport used gasoline tanks	1
Fireworks	0

Total 597

All Town buildings were inspected, including both elementary schools. All churches and nursery schools were inspected. Fire Drills were conducted in all schools.

The Fire Alarm System is in good repair. The central office equipment will carry us for this coming year, but due to having reached its capacity, we have to seriously consider its replacement in the very near future. We added two new boxes to the system this past year. They are Box 323, located at the Housing for the Elderly, on Orchid Circle, and Box 362, located at the R&K Precision Machine Co., on South Main St.

We are in need for a Forest Fire Truck. We are now using Engine 4, bought in 1932, as a converted piece of apparatus to try to do this job. It is unsuitable and unreliable for this type of job.

The Drill School is now in its 14th year. We are striving to make it better each year.

The Fire Station is now covered by at least one firefighter, twenty-four hours a day. There are three men on duty during the critical hours, 8:00 A.M. to 6:00 P.M., Monday through Friday, and one man on duty at night, and Saturday and Sunday.

The only two Town Buildings that are not tied into the Fire Alarm System are Memorial Hall, and Flint Library. I again mention that all Town Buildings should have Fire Detection Systems.

If there is a Fire Alarm box in your area use it for any emergency. If you use a telephone be sure to DIAL 774-2211, for all emergencies.

For routine fire department business Dial 774-3226.

To the Board of Selectmen, Department Heads, and the Citizens of the Town, your cooperation is much appreciated.

To the officers and men, my appreciation for your efforts, and cooperation. Many thanks.

Respectfully submitted,

HAROLD F. PURDY, Chief

FLINT PUBLIC LIBRARY

ANNUAL REPORT

Trustees and Librarian

1968

Building plans and procedures, the whys and wherefores of financing were the most pressing items of business engaging the trustees and librarian as the year 1968 drew to a close. Having expanded steadily the types of materials housed in the building, and offering more services in and outside the physical plant, the trustees and librarian faced the inescapable reality of space limitation imposed by the useable areas on the main floor of our 1890 structure. Pressed by the addition of new books, magazines, recordings and audio-visual materials, considerable relocation of materials was made, some retired to storage in the balcony or cellar, others relegated to top shelves which require use of step-stool, but despite this improved use of space and facilities, it became disturbingly obvious that we had reached the practical limits of the 1890 design for serving the public.

The concept of public library service has changed quite dramatically in the past fifty years, and, accordingly, we have a separate article in the town warrant for planning money. This should enable us seek the advice of competent architects and/or engineers in a feasibility study of unused space in the basement or the balcony area, and the probable course of action in constructing an addition, focused upon providing the best library service for the next ten to twenty years. In this stage of growth due consideration must be given to the projected expansion of state library service, presented in the report **Library Planning Study: Massachusetts**, prepared in 1967 by Arthur D. Little Inc. for the Mass. Bureau of Library Extension. The Bureau distributed this summer a **Guide to Library Planning** (May 1968) which presents the technical outline for preparing a sensible plan in new construction or renovation.

Throughout the past two years a number of citizens, would-be donors, and regular users of library services have urged the development of plans to modify the building for this or that purpose. Steps have been taken to examine the legal aspects of several proposals, to contact a local architect for assistance in preliminary planning, and to program the expansion of library services for at least the next decade. If the planning study is authorized and

proceeds rapidly this coming year there is a distinct possibility of State-granted federal funds, which would enable us and require us to plan ahead for fifteen to twenty years.

At this point in time some may ask why it should be necessary to make any costly changes in such a substantial building. To answer such questions it is appropriate to introduce a set of comparative statistics which reflect the changes in library program and administration, in user interest and need:

	1958	1963	1968
Attendance	6,023	7,737	12,898
Circulation of Books:			
Adult	5,193	5,113	8,705
Children's	4,171	3,743	6,341
Magazines			828
Pamphlets			38
Paperbacks			655
Bookmobile	Started	1,007	3,652
Volumes added		433	758
Registration	92	106	210

While these statistics are not startling, they do indicate a considerable change over the ten year period as the community has grown steadily. For its initial investment in building and grounds the community has been served well for the past seventy-five years; now it is time for the first major change physically which will enable the library to properly serve the much more varied interests and needs of people, institutions, and associations in the community.

Particularly encouraging for future library use is the steadily growing response of the young children, in circulation of materials, and especially in attendance at Mrs. English's two pre-school story hours. Mrs. English transports the books, filmstrips and recordings to the Fuller Meadow School for the Wednesday morning session, and returns to the library for a repeat performance on Friday morning. She is able to offer a greater variety of presentations by means of the new Weston Woods filmstrips and recordings of outstanding storytelling artists. The addition of the Bell & Howell filmstrip projector this year, coupled with the record player from the previous year, is certainly repaying the investment for the youngest generation. The recent purchase of Life filmstrips on American arts and crafts, world history and art, will permit expansion to the older ages.

During this past fall a service outlet was established in the Old Age Housing community center, where newly purchased large-

print books are available for circulation or reference use. It is hoped to expand this collection to include more books and magazines available from Perkins Institute and the Library of Congress. This area of library service had not been of much importance in previous years, but now assumes considerable importance with larger numbers of the aged and/or physically handicapped individuals. Some Friends of the FPL may be able to assist the shut-ins on a regular basis in obtaining reading or listening material for home use.

Special film programs are to be planned for the OAH residents, utilizing the films of the Eastern Mass. public library system and other resource agencies. Similar shows could be presented to smaller groups in the library, after regular hours of weekday operation. Periodic use of films is scheduled for the two major churches in town, and this is also available to other institutions or associations, with some advance planning.

Inter-library loans of materials, from outside the district, continues to increase as more students find a need for individual resources in their research projects, or people with hobbies or do-it-yourself projects around the house need special materials in planning these. In some cases it would be possible for the borrower to have the lending library photostat some materials which otherwise could not be loaned.

Our collection of magazines continues to serve a wide range of interests among children, young people and adults, leading to some complimentary remarks about its coverage. While hoping to retain back files from three to five years, as library standards recommend, we find that a great amount of shelving is required, sturdier than needed for books, and this growing collection has further added to the space needs in the library. New display racks for the current magazines and paperbacks were added during the year, again consuming more precious floor space but contributing substantially to our material services.

The paperback collection initiated early in the year has proved to be quite popular, with all ages, as the separate statistics attest. The use of headsets with the record player increased steadily as more children and adults became aware of their existence and the record collection increased with large donations from interested Friends in the radio industry, and record manufacturers made some gifts from their stocks. In the future we expect to add recordings of the spoken word in the area of literature, poetry and history,

supplementing in this dimension our collection of books and magazines.

Circulation, storage and utilization of all the resources mentioned has created greater pressure on the staff who have to operate from a very confined office area, designed for the days when two hundred books were processed and few magazines were available. The regular staff members, Mrs. Dorothy English, Mrs. Page Campbell, and Mrs. Edith Wenerberg, perform near-miracles under very handicapping surroundings. At least we now have adequate lighting, a good worktable and two good chairs, but not enough space, particularly when numerous items are borrowed from the North Reading state bookmobile or other inter-library loan materials from Boston or Andover. The arrival of any substantial shipment of books creates office hazards, but these are accepted with good humor. These operating conditions do, however, tend to interfere with efficient scheduling of the necessary behind-the-scenes work which supports the public service at the front desk and in the reading rooms. Some work, such as the preparation of many colorful displays throughout the year, must be completed in the balcony area, where these recurring materials are stored, along with older files of magazines and infrequently used books.

In the belief that the public, of all ages, deserves the best and the widest range of materials available to communicate the accumulated knowledge and experience of mankind the FPL staff has expanded library services and collections to the point of near saturation. Service in the audio and visual areas is quite limited by lack of space, and for the youngest children available space is far below minimum standards. More cultural and recreational services, such as special programs with films and recordings, cannot be properly presented under existing conditions. Minor improvements will continue to be made, nonetheless, in shelving for reference books in the children's room, and improved shelving in the office. The dedicated group of Friends of the FPL have raised two-thirds of the money needed to install carpeting in the major areas of the first floor, which will greatly enhance the atmosphere and probably increase the flow of residents into the building.

The individual trustees have dedicated many hours to developing an expanded service and materials program for the community, as well as overseeing the care of the property. They have had excellent cooperation from Mr. Alan Marshall and the Highway Department in providing a parking area at the rear of the building, Mr. Lansing English and the Municipal Light Department which installed the lighting to make it useable at night. Thus we now

have off-street parking for at least a dozen cars. To be completed in 1969 is the path from the parking area stairs to the sidewalk on the east side of the building. Another improvement to the grounds was made last year by Mr. Ray Gould and members of the Park Department with the planting of young maple trees in front to replace those that had to be removed. Finally, the custodian has extended the mowed area of lawn to the major share of the lot, considerably improving the appearance of the Square.

Mr. Harold Purdy and members of the Fire Department render continuous service in accepting drop shipments for the library when it is closed, and admitting service people when something has to be done at irregular hours.

In closing a word should be said about the continued cooperation of the Middleton Public Schools staff in all capacities, from the provision of pre-school story hour space and time at Fuller Meadow School, the duplicating facilities offered in making copies of ETV programs and booklists as well as copies of official business records, joint meetings held at Andover or in the Masconomet district to promote the exchange of information and materials among all the libraries in the district. In the process of compilation is a district directory of library resources, to encompass information about special collections in the three towns, resources in magazines and audio-visual materials, and historical collections of importance to all. Thus we are involved from month to month in attempting to develop the best in library service, utilizing available materials, facilities and personnel in the best ways available to us. We hope that further improvements can be made in 1969, that all members of the community will join us in the process, expressing their needs and using the service offered, and in the end creating a more liveable, enjoyable community.

Respectfully submitted,

PAUL B. WAKE, Chairman, Trustees

DONALD A. ALYWARD

ELMER O. CAMPBELL, JR.

JAMES H. COFFIN

CARL C. JONES

CHESTER K. MASSE

PHILIP E. NORTHWAY, Librarian

FLINT PUBLIC LIBRARY

Treasurer's Report

Appropriation for Salaries		\$ 8,525.00
Salaries:		
Librarian	\$ 2,300.00	
Library Employees	4,839.75	
Janitor	720.00	
Total Salaries		\$ 7,859.75
Balance, Returned to Revenue		\$ 665.25
Appropriation for Expenses	\$ 8,090.50	
Add-Dog Tax	935.74	
State Aid	929.50	
Total		\$ 9,955.74
Expenses:		
Magazines	490.93	
Books	3,005.70	
Fuel	466.58	
Light	110.30	
Water	37.24	
Insurance	572.00	
Building Maintenance	1,951.37	
Equipment	1,995.94	
Library Supplies	800.02	
Telephone	102.63	
Janitors Supplies	76.08	
Film Strips	231.65	
Bicycle Rack	76.27	
Miscellaneous	34.64	
Total Expenses		\$ 9,951.35
Balance, Returned to Revenue		\$ 4.39

FLINT PUBLIC LIBRARY FUNDS

Balance, Jan. 1, 1968		\$ 539.88
Income:		
Fines (Overdue books)	\$ 267.65	
Books lost or damaged	12.55	
B. F. Emerson Fund	484.81	

Charles L. Flint Fund	263.37	
Mary Esty Emerson Fund	154.76	
Walter S. Flint Memorial Fund	101.24	
Gift	215.00	
Miscellaneous	21.45	1,520.83
		<hr/>
Total Income		\$ 2,060.71
Expenses:		
Books	\$ 1,620.90	
Magazines	29.20	
		<hr/>
Total Expenses		\$ 1,650.10
		<hr/>
Balance, Dec. 31, 1968		\$ 410.61

MARY ESTY EMERSON FUND

E.O. Campbell, Jr., in account with Flint Public Library:

Mary Esty Emerson Fund, principal	\$ 2,500.00
On Deposit, Danvers Savings Bank, Dec. 31, 1968	3,057.73

WALTER S. FLINT MEMORIAL FUND

E. O. Campbell, Jr., in account with Flint Public Library:

Walter S. Flint Memorial Fund, principal	\$ 2,000.00
On Deposit, Danvers Savings Bank, Dec. 31, 1968	2,000.00

CHARLES L. FLINT FUND

E. O. Campbell, Jr., in account with Flint Public Library:

Charles L. Flint Fund, principal	\$ 5,000.00
On Deposit in Banks, Dec. 31, 1968:	
Salem 5c Savings Bank	\$ 986.88
Salem Savings Bank	510.73
Danvers Savings Bank	1,420.40
Essex-Broadway Savings Bank	2,866.96
	<hr/>

Total	\$ 5,784.97
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B. F. EMERSON TRUST FUND

Received from Naumkeag Trust Co., Salem (Trustee)	\$ 484.81
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Respectfully submitted,

E. O. CAMPBELL, JR., Treasurer

REPORT OF BOARD OF HEALTH AGENT

I herewith submit my report for the calendar year of 1968 to the Board of Health and the citizens of the town of Middleton:

Permits granted for sewage disposal installations	21
Installation inspected and approved	21
Installations not completed	6
Fees for permits paid to the Town Treasurer	\$246.00
Complaints of unsanitary conditions investigated	68
Water tests taken at public bathing areas	28
Contagious diseases reported	34
Animal bites reported to Board of Health	5
Food serving establishments inspected	14
Travel vaccinations visas approved	2

Several conferences have been held with state officials relative to health matters requiring state approval.

Conferences with Welfare Department	2
Conferences with Community Nurse	3
Fee for installers permits for sanitary sewage works, expiration date 12/31 of each year	\$10.00
Partial replacement of sanitary sewage works	5.00
Complete replacement of sanitary sewage works	15.00
Commercial installation of sanitary sewage works	25.00

Respectfully submitted,

ARTHUR R. DONOVAN, Agent

HIGHWAY SURVEYOR'S REPORT

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton:

I hereby submit my report for the year of 1968.

SNOW REMOVAL

Snow Removal money was expended as follows:

Labor	\$ 7,570.87
Equipment	6,578.50
Sand	4,779.41
Salt	1,742.23
Snow Plow Blades and Parts	3,784.83
Mass. Public Works	28.74
	<hr/>
	\$24,484.58

CHAPTER 81

The usual Patching, Drainage, and general Maintenance work was done and the following Streets were resurfaced.

Lake Street30 miles
Liberty Street	1.20 miles
Mill Street50 miles
Peabody Street	1.20 miles
School Street83 miles
Lakeview Road30 miles
Arrow Street18 miles
Meagher Street12 miles
Phaneuf Street15 miles
Curtis Avenue17 miles

CHAPTER 90 CONSTRUCTION

About 2000 Feet of Forest St. has been made ready to gravel and finish. This should be done by July. Forest St. should be completed in 1970.

CHAPTER 90 MAINTENANCE

This Money was expended on Maple and Boston Streets.

GENERAL HIGHWAY

General Highway work consisted of patching, drainage, cleaning streets, Hot Topping Middleton Square, Spraying Roadsides for Brush. And all other work not covered by Chapter 81.

STORM DRAINS

Storm Drain money was expended on East and Locust Streets.

Respectfully submitted,

ALLAN G. MARSHALL

Highway Surveyor

REPORT OF HOUSING AUTHORITY

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton.

Gentlemen:

The Middleton Housing Authority respectfully submits its third annual report for the year ending December 31, 1968. The State-aided Housing for the Elderly-Middleton 667-1- consisting of nine buildings with a total of fifty-four apartments and sixty-five occupants was officially accepted by the Housing Authority on September 6th, 1968. The tenants began moving in on September 7th and by the end of the month the apartments were ninety-five per cent leased.

We have had one vacancy which was promptly filled and at present there are no vacancies with a backlog of applications on hand should a vacancy occur.

The total cost of construction for the nine buildings and the community building was \$734,00 which sum is to be paid off over a forty year period. There is no cost to the town for the project.

All income and expenditures of the Authority are audited by the Office of the Auditor, Commonwealth of Massachusetts. On August 4th, Leyland A. Phillips was appointed Executive Director of the project by the Authority and approved by the State.

George W. Nash was appointed Assistant to the Director on September 10th to be in charge of maintenance.

Louis A. Barrett was appointed on September 20th as State Member of the Authority by the Division of Housing to fill the vacancy caused by the resignation of Harold Moore who moved from town.

The Authority wishes to thank the Municipal Light Department and the Highway Department for their kind assistance, the Architect, George A. Phillips, for the donation of the spun aluminum flag pole and the Sodality of St. Agnes Church for the donation of a forty cup percolator to be used for community functions.

The Authority also thanks the officials of the Town and the staff of the Department of Community Affairs, Commonwealth of Massachusetts for their help and cooperation.

Respectfully submitted,

CHARLES S. CLINCH, JR., Chairman
LOUIS A. BARETT
RICHARD G. FLOYD
RICHARD G. GOODALE
CARL A. PETERSON

LIST OF JURORS

Mrs. Charles H. Metcalf
 Assistant Clerk of Courts
 Salem, Massachusetts

Dear Sir:

Following is the current roster of Jurors for the Town of Middleton, prepared by the Selectmen in accordance with Chapter 234, Section 4:

Page, Arthur T., Jr.	East St.	Assembler
Spencer, Allan L.	36 No. Main St.	Supervisor
Sterling, Richard E.	29 Pleasant St.	Jig Borer
Stevens, Charles D.	3 Wennerberg Rd.	Asst. Prod. Mgr.
Sutherland, Harvey S.	14 Washington St.	Inspector
Swiderski, Anthony A.	32 East St.	Equip. Dept.
Turpel, Harry C.	17 Bellview Ave.	Shipping Clerk
VanAlstyne, Wayne D.	24 Meadow Drive	Project Eng.
Whitmore, Benjamin F.	50 So. Main St.	Systems Analyst
Wilichoski, Stanley P.	Pine Road	Machinist
Willett, William E.	Hilldale Ave.	Leather Worker
Williams, Cecil A.	East St.	Welder
Witham, Wilbur A.	70 No. Main St.	Lineman
Woodbury, Paul F.	Liberty St.	
Young, Vernon H.	56 School St.	

Very truly yours,

BOARD OF SELECTMEN

Robert G. Gowen, Chairman
 George M. Farley, Clerk
 Thomas F. Dolan

MUNICIPAL LIGHT DEPARTMENT REPORT

Honorable Board of Selectmen and the
Citizens of the Town of Middleton.
Gentlemen:

The Board of Electric Light Commissioners respectfully submits its report for the year ending Dec. 31, 1968.

During the year, regular and special meetings were held by this Board at its office on South Main Street.

Total Power purchased	15,739,644 kwh
Total Cost of Power	\$182,524.26
Peak Demand	3425 kw
Date Occurred	Dec. 26 5:30-5:45 p.m.
Three wire services installed, new	17
Three wire services, converted	29
Three wire, 3 phase service, new	1
Four wire, 3 phase services, new	2
Four wire, 3 phase services, converted	1
Temporary services installed	6
New primary distribution lines constructed	4,520 feet
Primary distribution lines rebuilt for increased current capacity	2,200 feet
New 23 KV transmission line constructed	5,030 feet*
Substations constructed	3-2500 KVA*

*Facilities to service MIT Linear Accelerator

Of the above construction, all three phase distribution lines and the portion of the 23 KV transmission line, located along public way, were constructed of Spacer Cable type construction. Testimony at recent hearings before the Massachusetts Department of Public Utilities has indicated the Spacer Cable construction to be most highly resistant to outages caused by ice storms and falling trees and limbs.

Street light modernization has been continued with 26 incandescent fixtures being replaced with mercury vapor type. Savings in cost of street lighting service to the Town this year reflect approxi-

mately \$12,000.00 lower costs than rates charged other nearby towns which do not have a municipally owned electric system.

This department is one of the five original municipalities, now expanded to 28 communities, to form the Middlesex-Essex Power Pool. The purpose of the power pool is to plan for the construction of an atomic powered generating plant capable of producing 800 megowatts of electricity. This plant will be called the Ipswich Yankee Atomic Power Plant and will be a non-profit, self supporting operation, whose purpose is to provide lowest cost wholesale electric energy for the area communities. The geological survey work is completed and all aspects of the Plum Island Sound site are reported as highly favorable for the purpose. The department's efforts, with that of the other municipalities, is now directed to securing enabling legislation and AEC site approval and licenses to construct this much needed power generating facility. There will be no financial liability incurred to the individual towns.

We wish to take this opportunity to thank the Town Officials and all other Town Departments and our consumers for their co-operation during the past year.

BOARD OF ELECTRIC LIGHT
COMMISSIONERS

ROBERT W. FOX, Chairman

FRANK E. DOW

RICHARD O. AJOOTIAN

PARK DEPARTMENT REPORT

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton.

The past year in the Park Department has been beset by an overflow of baseball players, to such an extent that another park had to be opened up in a hurry.

Through the courtesy of Mr. Alan Webber, who allowed the use of a field at Howe Station, along with the donation of a back-stop by the Route 114 Drive-In Theater, a baseball field was available for the Pioneer League, which relieved the pressure at Recreation Park temporarily.

Improvements were made to the John Hocter Park.

The American Legion has purchased the South Middleton Improvement Association land and building which assures us continued use of that area.

At East Street Pool several rocks were removed that were uncovered by the flood, and more sand provided for the beaches, which proves to be a very popular spot in the warm weather.

We wish to thank the various departments for their cooperation during the past year.

Respectfully submitted,

ERNEST R. GOULD
Park Superintendent

REPORT OF THE PLUMBING INSPECTOR

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton.

Gentlemen:

I hereby submit my annual report as Plumbing and Gas Inspector for the Town of Middleton.

Plumbing Permits issued: 16 (sixteen)

Gar Permits issued: 44 (forty-four)

Fees collected and turned over to Treasurer: \$303.00

Permits may be obtained at 61 Essex Street or by calling 774-9476.

I would like to take this opportunity to thank the Board of Selectmen, the Plumbing and Gas companies and the residents of the Town for their cooperation.

Respectfully submitted,

BURT HURD

Plumbing and Gas Inspector

POLICE DEPARTMENT REPORT

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton.

Gentlemen:

I hereby submit my report of the Middleton Police Department
for the year ending December 31, 1968.

DEPARTMENT ROSTER

James W. Wentworth, Chief of Police

David W. DiTomaso, Sergeant Edward J. Richardson, Sergeant
Robert T. Peachey, Patrolman

REGULAR SPECIALS

Arthur G. Doane
William C. Pennock
Robert Hurd

James F. Colburn
Henry A. Bouchard
Peter F. Mugford

OFFENSES FOR WHICH ARRESTS WERE MADE

Assault and Battery	1
Assault and Battery on a Police Officer	4
Attaching Improper Number Plates	2
Breaking and Entering in the Day-time	3
Breaking and Entering in the Night-time	4
Disturbing the Peace	7
Drunkenness	63
Escaped Persons	2
Failing to Stop for a Police Officer	1
Insane Persons	5
Larceny	2
Larceny by Check	2
Larceny of a Motor Vehicle	2
Non-Payment of a Fine	1
Non-Support	2
Operating a motor vehicle after suspension of license	3
Operating a motor vehicle so as to endanger	9
Operating a motor vehicle while under the influence of liquor	19
Operating a motor vehicle without a valid license	3
Operating a motor vehicle without a periodic inspection sticker	1
Operating an uninsured motor vehicle	3
Operating an unregistered motor vehicle	3

POLICE DEPARTMENT

73

Possession of a dangerous weapon	1
Possession of alcoholic beverages being a minor	1
Possession of an altered license	1
Possession of stolen property	1
Speeding	2
Using a motor vehicle without authority	6
Violation of Junk Car by-law	2
<hr/>	
TOTAL	154

MOTOR VEHICLE OFFENSES FOR WHICH COMPLAINTS WERE ISSUED (SUMMONS)

Alcoholic beverage in possession of a minor	1
Allowing an improper person to operate	2
Chock blocks or equipment	3
Defective or improper equipment	15
Disposal of rubbish on highway	1
Falling to keep right	3
Failing to use care in starting, stopping, or turning	4
Impeded operation of a motor vehicle	1
Improper display of number plates	2
Improper signals	1
Operating a motor vehicle after suspension of license	2
Operating a motor vehicle so as to endanger	4
Operating a motor vehicle without a learners permit	1
Operating a motor vehicle without a license in possession	3
Operating a motor vehicle without a registration in possession	8
Operating a motor vehicle without a valid license	5
Operating an uninsured motor vehicle	7
Operating an unregistered motor vehicle	8
Passing while view obstructed	27
Periodic inspection sticker	15
Reckless operation of a motor vehicle	1
School bus violations	2
Speeding	114
Spillage on highway	2
Stop signs or flashing red lights	5
<hr/>	
TOATL	237

OFFENSES ON FILE AND WARNINGS ISSUED

Alcoholic beverage in possession of a minor	1
Chock blocks or equipment	2
Defective or improper equipment	16

Discharge of firearms on private property or on Sunday	2
Disposal of rubbish on highway	3
Disturbing the peace	1
Excessive smoke from a motor vehicle	2
Failure to stop for a police officer	2
Failure to use care in starting, stopping or turning	3
Improper display of number plates	10
Improper signals	1
Malicious destruction of property	2
Operating a motor vehicle without a license in possession	10
Operating a motor vehicle without a registration in possession	8
Passing when view obstructed	9
Periodic inspection sticker	1
Possession of fireworks	1
Speeding	178
Stop sign or flashing red light	2
Trespassing on private property	6
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TOTAL	260

MISCELLANEOUS

Accidental deaths	1
Ambulance cases	78
Automobile accidents investigated	86
Automobile accidents personal injury	43
Automobile accidents reported — not investigated	117
Camp and house checks made by police department	280
Complaints received and investigated	921
Cruiser cases	76
Dogs shot by police department	8
Escaped persons returned to Danvers State Hospital	11
Equipment tags issued for defective equipment	88
False alarms investigated with fire department	18
Fire alarms police responded to	157
Man hours spent in District and Superior Court	434
Messages delivered	117
Missing and lost persons located	23
Summons and warrants served	425
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TOTAL	2,840

Turned over to Town Treasurer for firearm permits \$ 102.00

Turned over to Town Treasurer

for firearm identification cards	\$ 442.00
Stolen property recovered and restitution	\$71,397.50
Court fines as a result of police cases	\$ 5,550.00

There were 41 residents who lost their drivers licenses as a result of improper motor vehicle operation.

In most areas, the work load for the Department has increased considerably with the exception of ambulance cases, which is on the decline due to Chapter 111, Section 8B of The Department of Public Health Rules and Regulations, which went into effect on April 10, 1968, and makes the maintenance of an Ambulance Service very difficult because the ambulance must hold a certificate of inspection from The Department of Public Health, and this requires an extensive supply of materials for the vehicle and the patient, clean storage facilities for the vehicle, and equipment. The ambulance must have two attendants at all times, in uniform, and all the equipment must be sterilized after each use. The vehicle has to be used exclusively for the purpose of transporting sick, injured or disabled persons, and the only time the police department may transport a person is in an extreme emergency. The penalty for any violation of this law is a fine of \$500.00.

As in the past, the Police Department has conducted many investigations not listed which have been settled satisfactorily to all concerned without making arrests or going to court.

In closing the men are to be commended for their prompt response and their efficiency of operation. A sincere thanks is extended to the State Police Officials of the Town of Middleton, and the Board of Selectmen as well as the Townspeople. To all those who have assisted this department in any way, we are grateful.

Respectfully submitted,

JAMES W. WENTWORTH

Chief of Police

RECREATION COMMITTEE REPORT

The Middleton Recreation Committee holds open meetings the third Monday each month, 8:00 p.m., at Memorial Hall.

The swimming program at Thunder Bridge was continued last year with an enrollment of one hundred and five children. The Recreation Committee wishes to thank the town departments for their interested assistance in preparing for the program, the town's people who voluntarily helped with the chores, and the Lynn Boys' Club for again letting us hold advanced lessons at their pool.

During the year the men's softball league built a diamond on land generously made available by Mr. Webber. This decrease of pressure on the Town field should aid the Little League and Knot Hole League scheduling. The Little League is a well known and supported organization, but for some reason, the Knot Hole League remains generally obscure and unsupported. The Knot Hole League is baseball for young teenage boys, and as such, is needed by the Town. In the Spring when the leagues start, please come forward and help.

Middleton Recreation Committee

THOMAS MANNING, Chairman

MRS. MARY HOCTOR

MRS. NORMA NATHAM

RICHARD AJOOTIAN

E. RAYMOND GOULD

CARL OHLSON

WILLIAM BARRETT

No School Signals

The following no school signals have been adopted:

- a. 2-2-2 blast on the fire alarm
- b. 2 blasts at the U. S. Machinery Corp.
- c. Radio Stations WHDH, WRKO, WMEX, WEEI, Boston and WESX, Salem, and WMLO, Danvers, will carry an announcement on their regular no-school broadcasts.

The signal for the Elementary Schools will be at 7:15 a.m.

SCHOOL CENSUS

October 1, 1968

Age Group	Total
7 yrs. to 15 yrs. 11 mos.	787
6 yrs. to 6 yrs. 11 mos.	99
5 yrs. to 5 yrs. 11 mos.	96
4 yrs. to 4 yrs. 11 mos.	90
3 yrs. to 3 yrs. 11 mos.	91
2 yrs. to 2 yrs. 11 mos.	83
1 yr. to 1 yr. 11 mos.	73
0 yr. to 0 yr. 11 mos.	69
Private School Pupils	16

Age of School Admission

All children born on or before December 31, 1963 are eligible to attend school in the coming fall terms. No entrance tests for children under the age requirement will be given.

Employment Certificates

Certificates for the employment of minors between the ages of 14-18 may be obtained at the Superintendent's office during regular office hours.

MIDDLETON PUBLIC SCHOOLS

Corps of Teachers 1968

Name	Degree When Received	Scholastic Preparation	Position	Date of Appoint- ment
Francis N. FitzGerald	BSEd 1953 MEd 1959 CAGS 1963 BSEd 1951 MEd 1966 BA 1959 MEd 1961 BSBA 1960 MEd 1962 BSEd 1966 Diploma 1926 BSEd 1939 BSEd 1968 Diploma 1934 BSEd 1968 AB 1938 BS 1966 Diploma 1932 BA 1965 AA 1966 BSEd 1968 BSEd 1941 BSEd 1967 Diploma 1920 BA 1967 BS 1965	Salem State College Boston State College Boston University Lowell State College Boston University Mt. St. Vincent College Lesley College Merrimack College Salem State College Northeastern University Lesley College Boston College Mills College Farmington State Teachers Col. Salem State College Mt. St. Mary's College Salem State College Farmington Normal Riviera College Endicott College Lesley College Salem State College Keene State Teachers College University of Mass. Boston University Plymouth State	Superintendent Supervising Principal Vice-Principal Sch. Adjust. Couns. Grade 1 1 1 1 2 2 2 2 3 3 3 3 Trans. Grade 4 4 4	Feb. 1967 Aug. 1967 Jan. 1965 Sept. 1966 Sept. 1937 Sept. 1966 Sept. 1962 Sept. 1968 Sept. 1960 Sept. 1968 Sept. 1964 Sept. 1966 Sept. 1964 Sept. 1966 Sept. 1968 Sept. 1955 Jan. 1968 Sept. 1961 Sept. 1967 Sept. 1966 Sept. 1968
Eugene C. Winter, Jr.				
Ruth Chasse				
Philip Flowers				
Sandra Budzinski				
Catherine Devane				
Eileen Hammond				
Maxine Sugarman				
Villa Lavorgna				
Marlene McIntyre				
Veronica McIntosh				
Kristine Surpitski				
Faylene Webber				
Mary Ann Amero				
Carolyn Bennett				
Eleanor Cassidy				
Evelyn Sims				
Grace Fall				
Joan Bird				
Susan Cohen				
Earlita Coombs				

Corps of Teachers 1968

Theresa Macdonald	BA	1968	Merrimack College			1968
Leah Sterling	BS	1967	Gordon College			Sept. 1967
Kathleen DeFeo	BA	1965	Emmanuel College		4	Sept. 1966
J. Nellie Johnston	BS	1961	Salem State College		5	Sept. 1949
	MEd	1963			5	
Joyce Williamson	BS	1963	Salem State College		5	Feb. 1968
Carol Doherty	BS	1967	Boston State College		6	Sept. 1967
Harry Mavragis	BSEd	1965	Salem State College		6	Sept. 1967
	MEd	1966				
Jane Palmer	AB	1966	Boston University		6	Sept. 1967
John P. Remare	BS	1963	Salem State College		6	Sept. 1968
	MEd	1968				
Ruth M. Chasse	BA	1959	Mt. St. Vincent College		Ungraded	Sept. 1958
	MEd	1961	Lesley College			
Edward Bruzzo	BS	1951	Tufts University		Art	Sept. 1953
Rose King	BS	1956	Gordon College		Reading	Sept. 1956
	MEd	1961	Boston University			
Henrietta Giannino	AB	1938	Barnard College		Physical Education	Sept. 1960
	MA	1940	New York University			
Dorothy Jackson	BA	1949	Boston University		Music	Sept. 1965
Sheila Segal	BA	1964	University of Mass.		Speech	Sept. 1966
Georgette TerVeen	BS	1964	Curry College		Tester-Coach	Sept. 1968
Carolyn White	BS	1954	Castleton State Teachers Col.			Sept. 1964

MIDDLETON PUBLIC SCHOOLS

Staff Members 1968-1969

Name			Date of Appointment
Wm. C. Wiswall, M.D.	Bowdoin Col.	Physician	Sept. 1960
Leo P. Beninato, D.D.S.	Boston Univ. Georgetown Univ.	Dentist	Sept. 1959
Barbara Bowes, R.N.	Beverly Hospital	Nurse	Jan. 1967
Ruth Sgroi	Bryant & Stratton	Secretary	June 1966
Marjorie L. Comack	Fisher Business	Clerk	Dec. 1959
Barbara J. Ryer	Burdett	Clerk	Jan. 1965
Mary Hamilton	Hesser Business College	School Com. Sec'y.	Aug. 1964
Annette Karonis	Univ. of N.H.	Part-time Clerk	Sept. 1958
Mary E. King, B.S.		Part-time Clerk	Sept. 1958
Mary Silva		Cafeteria Mgr.	Aug. 1958
Lorayne Hocter		Cafeteria Wkr.	Sept. 1955
Helen Doucette		Cafeteria Wkr.	Sept. 1957
Mary Emro		Cafeteria Wkr.	Sept. 1959
Louise Denault		Cafeteria Wkr.	Dec. 1963
Dorothy Aliano		Cafeteria Wkr.	Apr. 1966
Alice Reynolds		Cafeteria Wkr.	Sept. 1967
Louise Dane		Cafeteria Wkr.	Jan. 1965
Doris Carroll		Cafeteria Wkr.	Jan. 1965
Irene Ashley		Cafeteria Wkr.	Sept. 1968
Sally Langis		Cafeteria Wkr.	Sept. 1968
Lydia Fisher		Cafeteria Wkr.	Sept. 1968
Marie Winquist		Lunchtime Sup.	Jan. 1963
Victoria Young		Lunchtime Sup.	Jan. 1963
Judith Evans		Lunchtime Sup.	Jan. 1965
Rose Mugford		Lunchtime Sup.	Feb. 1966
Georgia Acheson		Lunchtime Sup.	Feb. 1966
Shirley Gould		Lunchtime Sup.	Oct. 1967
Evelyn Lennox		Library Aide	Oct. 1967
Rita Kelley		Library Aide	Mar. 1966
Perley D. Lovelace		Head Custodian	June 1957
T. Myron Reynolds		Custodian	May 1960
Ralph Russell		Night Custodian	Jan. 1965
Barbara Bowes		Attendance Off'r.	Sept. 1967

ANNUAL REPORT OF THE SCHOOL COMMITTEE

The Middleton School Committee submits its annual report to the citizens and taxpayers of the Town of Middleton.

At the 1968 March election, Mrs. Georgia D. Lewis was re-elected to a three year term, and Mr. Ralph W. LeDuc was elected to a one year term. The remaining members, Mrs. Annie J. Dow, Mr. David V. Harding, and Mr. Francis X. Masse are serving their respective terms. Therefore, there has been no membership change in the past year.

The annual organization of the School Committee for the 1968-1969 term was held at the March 28th meeting. At that time Mrs. Georgia D. Lewis was unanimously re-elected Chairman. Mr. Ralph W. LeDuc was elected Secretary and Mrs. Annie J. Dow was elected Press Liaison. Mr. David V. Harding was elected to remain as representative on the Unified Bus Transportation Committee, as well as Mr. Francis X. Masse as Legislative Representative. This year, as always, our main concern has been meeting the educational needs of our school children. This means the hiring and retention of good teachers, the providing of adequate instructional materials, and the proper environment and introduction of new and vital programs, in order to bring about a better educated child.

In line with this philosophy, attention was directed to those children who are recognized as perceptually handicapped. Mrs. Carolyn White, tester coach, was placed in charge of the program. The program was designed to reach out to those students who have certain difficulties. Later Mrs. White was returned to her testing program so as not to jeopardize that program. Mrs. Donna Hall was hired to take over the program. She was able to carry on the program and give individual and specialized training to these children. The success of the program can be reflected in the up-grading of their general work in all areas.

Also during the summer months application was filed with the Federal Government for a Title I project. The project involved children in Headstart plus other children from Grades 1 through 5. The program covered arts, crafts, and work in skill areas plus trips to various places of interest. Some 45 children participated in this fully funded program. It is hoped that whenever possible the school system will take advantage of these government programs.

Due to the favorable response to a questionnaire sent to all townspeople, a kindergarten will be set up and operable by September, 1969. It is felt that the added costs of a kindergarten is more than equalized by the needs and benefits derived by the children and their families. The program will be operated on a morning and afternoon half-day basis.

It is well known that accurate and easy to understand reporting of a child's progress in school is vital for cooperation between school and parents. Therefore, this year, these reporting procedures have been changed to include new report cards which, it is hoped, will prove more beneficial to both child and parent.

In line with updating of old furniture whenever possible in a systematic and economical way, the Committee purchased six new teachers' desks and chairs. Also, new side chairs were purchased and installed which already have proven more convenient for teacher-parent consultation. The new teacher furniture along with the updating of pupils' desks in the last few years have helped improve the environment in which the learning process takes place. 1968 marked the first year that the School Committee met with and negotiated a teacher's contract with the Middleton Teachers Association. In the past, the Committee has met with a salary committee on an informal basis. Throughout the year the meetings were held and in October a two year contract was signed. Under the terms of the contract salary talks will take place each year. Each year, more and more use of our public schools will become apparent. The school is a vital part of any community and its use should be fully utilized. In the past year the schools were used for various meetings of the Parent Teachers Association, public and civic groups, and athletic use of the gym has been utilized by the Men's Basketball League. 1968 saw also the use of Howe-Manning School by Saint Agnes Church for conducting religious classes for grades 1 through 8 on Sunday mornings. Since there were no conflicts with other churches in the town and financial responsibility was being made available by this group, permission was granted under the school use policy.

Early in the year a committee entitled, "The Future Considerations Sub-Committee", was formed which consisted of two representatives from the Masconomet Regional Committee, along with the Middleton and Topsfield, along with their superintendents. The purpose of this committee was to discuss and gather information which would be pertinent to the three towns. Later, three representatives from the Masconomet Regional Committee, along with the Regional Superintendent, were included in this committee when it

became apparent that the main concern would be the study of the recent edict by the State Board of Education, "Guidelines for School Organization". These guidelines requested each school district with less than 2,000 students to outline how and when they would regionalize on a kindergarten through grade 12 basis. The committee studied the advantages and disadvantages, along with the various possibilities of implementing them into our system. The committee also studied enrollment projections, grade organizations, as well as staffing patterns for full regionalization.

Middleton's representatives, Mrs. Georgia D. Lewis and Mr. Ralph LeDuc, to this committee made the following conclusions based on their observations at these meetings: They are as follows:

1. The pattern of grade grouping favored for the kindergarten through grade 12 Regional School District is kindergarten through grade 6, grades 7 and 8, grades 9 through 12.
2. The elementary school organization should follow the neighborhood school approach permitting the young children, grades k - 6, to remain in their own geographic area.
3. Grades 7 and 8 should be kept together as a unit and grades 9 - 12 be kept together as a unit.

This year an attempt was made to consolidate the bus transportation contract in hopes that such unified approach would result in savings. Mr. David V. Harding, Middleton School Committeeman, and Mr. Robert Forney, originator of this plan and Middleton's representative of the Masconomet Regional Committee, were successful in the drafting and negotiating of a unified bus transportation contract. Middleton's share of the contract was awarded to Rural Bus Lines, Inc. for a three year period at a substantial savings to the townspeople.

The transportation policy was reconsidered again this year. After long and serious discussions the committee concluded that walking along Route #114 to and from the Fuller Meadow School should be avoided whenever reasonably possible and that walking in areas of the town within the one mile limit that are not served by sidewalks should be stopped.

In line with these conclusions the policy was amended to provide bus transportation for pupils residing on Wennerberg Road, on Maple Street east of Pinedale Road, and on Boston Street west of Pleasant Street. Furthermore, the committee decided to accept Mr. and Mrs. Richard Clarke's generous offer to sell a strip of their property from Edgewood Road to the Fuller Meadow School

property. The townspeople acted favorably on this article at a special town meeting and a walkway to serve the children from the Country Club Estates is now under construction. Further amendments to the transportation policy affecting Haswell Park will be forthcoming when the walkway is completed.

As in the past the School Committee has made every effort to insure the taxpayers that the Middleton School system will have the best possible education within the ability of the town to provide. Only through active participation by all taxpayers can this committee or any committee hope to master all the programs necessary for our children.

The regular meetings of the School Committee are held at the Howe-Manning School on the second and fourth Thursdays of each month. The Committee extends a cordial invitation to the citizens of the town to attend these meetings.

The Committee extends its sincere gratitude to Mr. Francis N. FitzGerald, Mr. Eugene Winter, Miss Ruth Chasse, the faculty, specialists, secretarial staff, cafeteria workers, custodial staff, and lunchtime supervisors for their loyal support during the past year.

Respectfully submitted,

MIDDLETON SCHOOL COMMITTEE

Georgia D. Lewis, Chairman

Ralph W. LeDuc, Secretary

Annie J. Dow

David V. Harding

Francis X. Masse

REPORT OF THE SUPERINTENDENT OF SCHOOLS

To: The Middleton School Committee and Citizens of Middleton

Herein is submitted my second annual report as Superintendent of Schools of the Middleton Public School System.

As we review the events of the past year, we find that the Middleton Public School System has completed another dynamic year. It has been a year that has seen progress on many fronts. The community has the right to be proud of its schools, of the staff, and of the achievements of the children. Often times in the day-to-day completion of our tasks, we overlook the many fine aspects of our school system and look upon others who seemingly are doing an excellent job. We do have occasion, through this report each year, to assess our program for the citizens of the Town of Middleton, and to attempt to create an awareness among the citizens of the community of the excellence that is found here in our "own yard".

MIDDLETON TEACHERS' ASSOCIATION

As reported by the Middleton School Committee, agreement was completed this year between the School Committee and Teachers' Association for a contract which will have a two year duration. While this in itself is a noteworthy and laudable act, it has side benefits for the children that may not be apparent unless one happens to be a member of the administration family. The involvement of the teaching staff and the discussion among the staff in reaching the goal of a contract with the Middleton School Committee has caused the staff as a group to be vitally concerned with the education process. This has caused pressure, of a most desirable type, on the administration, to provide the best possible opportunity for each child. It has begun to remove the teaching staff from the strict rule of follower, to their position as a contributing member as a professional involved in the teaching-learning process. When one considers the total education of a staff, and the many competencies and capabilities of this staff, it is only right that the school system benefits from this aggregate amount of education. This is as it should be, and the children of Middleton are benefactors.

Another item in which the Middleton Teachers Association participated was the Children's Fund. Many organizations within the

town have contributed generously in an effort to make Christmas a most memorable occasion for some of our children. The Teachers' Association, under the direction of Mr. Philip Flowers, provided a coordinating agency for the collection of these funds, and provided the personnel to purchase, wrap, and deliver many Christmas gifts to our children. This community involvement of the teachers is noteworthy and was completed with a high degree of efficiency and with a high degree of concern.

HEADSTART

In June of this year the Headstart Program which was held at the Fuller Meadow School during the 1967-68 school year was closed out. An effort was made during the summer to identify those children who would be eligible for a September program at the same location. The eligibility requirements are determined by the Office of Economic Opportunity and administered locally through Action, Inc., in Gloucester. After a thorough investigation of the children in Middleton who might be eligible, it was decided that the continuance of a class in Middleton was unwarranted because of the few children to qualify. Our brief association with Headstart did provide a base for children during the 1967-68 school year to enjoy a pre-school experience which would have been unavailable to them.

KINDERGARTEN

It is natural in this report to mention our kindergarten program following a discussion of the Headstart Program. In the fall of 1968, the School Committee, acting upon the recommendation of the Superintendent of Schools and a study of kindergarten programs, voted to establish a kindergarten program for the children of Middleton in September, 1969. While it is true that the State Department of Education of the Commonwealth did not mandate kindergarten programs until 1973, but did in fact suggest at one time that 1970 would be an appropriate time for Middleton, the educational value and experience to the children was the prime consideration for the decision. At this point in time the funds have been included in the budget for two additional teachers. To house this program, we will readjust some of the usable space at the Howe-Manning School which will allow easy access to the rooms on the lower floor. It is anticipated that approximately 90 children will be eligible and that each session will be one half day in length. The School Committee also decided that two-way transportation would be planned in the budget. The inauguration of a kindergarten program is a significant milestone in the education programs to which the Middleton School Committees have dedicated themselves.

AMERICAN EDUCATION WEEK

For the past several years we have tried to make the observance of American Education Week a truly significant observance. In November of this year, our program continued to expand and listed here are some of the significant occurrences during American Education Week. Open House during the school day was held at which time many parents took advantage of the opportunity to visit the classes where their children were assigned and to see the variety of activities that are contained in a school day. During the time of Open House the Middleton PTA provided volunteers who served coffee and maintained a place to relax for the parents. The Municipal Light Department was kind enough to include with their monthly bills, prior to American Education Week, an announcement for this observance. The local churches were provided with weekly bulletin covers and we appreciated their using this as the vehicle for their communication during this time. The monthly meeting of the Middleton Board of Trade was held at the Howe-Manning School and several teachers joined the dinner meeting and acted as guides to show the representatives of the business community the "hardware" that is used by schools today. We were also able during the week to provide the opportunity for parents who were visiting to eat lunch with their children. In summary, the activities of the entire week were directed to the goal of creating an awareness among the citizenry and the business community of the excellent program which the children of Middleton enjoy and to allow personal inspection of our program and facilities. It is our hope that more activities will be included in the future American Education week programs, and that an increasing number of parents will have additional opportunities at their disposal.

REPORTING STUDENT PROGRESS

During the school year, 1967-68, the Superintendents of Boxford, Topsfield, Masconomet and Middleton were organized as a board of directors to provide supervision and responsibility for a federally funded project. This action was a result of receipt of an operational grant in the amount of \$55,900. from the U.S. Office of Education for a project entitled "Regional Research and Development Center-Reporting Student Achievement in Terms of Modular Progress". The Board of Directors had engaged Mr. Edward J. Coleman, Jr. and Mr. James W. Russell as their Director and Assistant Director, respectively. During the school year teachers from the local schools and the regional high school participated in activities in which they designed models for the modular curriculum and reporting system. Dr. Vincent Hawes, of Salem State College, and Dr. John Valois, of Merrimack College, were engaged as consul-

tants to the Title III staff and project. During the spring of the 1968 year, as the project was evaluated, certain decisions were necessary. It was obvious that the local effort in expenditure would necessarily increase and that the U.S. Office of Education, because of other monetary commitments, would possibly allocate less funds for second year than those currently provided. As a result of this evaluation the Board of Directors decided to terminate the project and not request continuation of the federal funds beyond the date of June 30, 1968.

In the fall of 1968, a revised reporting system was introduced in the Middleton Public Schools. A written explanation of the revisions was sent to parents in the school district. In addition to this written explanation, meetings were provided at which time Mr. Winter, Supervising Principal, and Miss Chasse, Vice-Principal, were available to verbally elaborate on the revisions. The revised reporting system was found by parents and teachers to more accurately reflect the successes of the children with this as an emphasis rather than their failure.

TITLE I SUMMER PROJECT

In the spring of 1968, application was made by the Superintendent to the State Department of Education for approval of a summer program under the funding provisions of Public Law 89-10 Title I. The children who participated in the program were recommended by the staff and five teachers, Mr. Mavragis, Mrs. Williamson, Miss Donovan, Miss Segal, and a teacher aide, Miss Wright, were employed to carry on the summer program. The children were provided with transportation to and from school each day and, in addition, transportation was provided for numerous trips to points of interest in the greater Boston area. The younger children were guests on the Bozo Television Show and activities were provided both indoors and outdoors for the various interests of the children. It is anticipated that a similar program will be planned for the summer of 1969 although indications are, at this time, that the federal funding will be diminished somewhat. Of interest to the citizens of Middleton may be the fact that the entire program is federally funded and requires no matching funds from the town treasury.

FUTURE CONSIDERATIONS FOR THE MASCONOMET REGION

In the spring of 1968 representatives of the tri-town school committees began meeting to determine the implications of the State Department of Education directives to phase out school systems having less than 2,000 in their jurisdiction. This committee was designated as the Future Considerations Sub-Committee and

has been holding meetings on a monthly basis to analyze and establish procedures to aid in reporting the ultimate decision to the State Department of Education, and to insure that this project would be compatible with any plans for regionalization on a K-12 basis of the three towns. The Superintendents within the region and the representatives of the School Committees will be meeting with State Department officials early in the year 1969.

UNIFIED TRANSPORTATION

Unification of the transportation systems became a fact with the beginning of the school year in September. As a result of the substantial savings realized in this procedure, the Superintendents within the regional area began the consideration of other areas wherein some savings might be realized. The first of several to be considered is an attempt to unify the milk contract for the three towns. The specifications for bidders are being drawn up in a preliminary draft to be analyzed by the School Committee, in the hope that the procedure will result in a savings, which is another evidence of the fiscal responsibility continuously demonstrated by the Middleton School Committee. There will no doubt be other areas in the coming year which will receive similar attention if the results of this second attempt prove worthwhile.

NEIGHBORHOOD YOUTH CORPS

During the school year ending in June and the school year beginning in September, the Middleton Public Schools provided work stations for boys and girls under the direction of Mr. John Dowling and the Neighborhood Youth Corps program. This provides the opportunity for boys and girls, whose eligibility is determined by the Office of Economic Opportunity, to work a minimum of six hours per week under direction of municipal agencies. During the summer six young adults were employed in the program at the Howe-Manning School. In addition to some clerical and housekeeping activities, the girls in the program helped the summer Title I staff prepare lunches for the younger children. This is a fine opportunity for the high school age students that are involved, because they not only provide additional service to the Middleton Public Schools, but provide themselves with responsibilities in the tasks to which they are assigned.

CONCLUSION

There are many activities which occur in the course of the year which, important in themselves, are probably not recognized on a Town-wide basis, and about which we should make mention here.

Mrs. English of the Flint Public Library has been most generous

in allocating time each Wednesday morning to provide a story hour, with art activities, at the Fuller Meadow School. On occasion, the parents of the children have also given generously of their time to help in the activity part of the program. The Middleton Public Schools have provided coffee and a chance to relax for the parents who are waiting for their children.

The use of the school buildings in Middleton by other than educational staff has increased during the past year. The groups most noticeable in the building during the afternoons are several Cub, Brownie and Girl Scout programs. In the evening there is basketball on an organized basis for various groups three nights a week, in addition to Cadet Scouts. During the basketball season we provide the opportunity for a location for boys from Masconomet Regional High School to practice their game under the direction of the coach. In the fall of 1968, the Confraternity of Christian Doctrine from St. Agnes Parish, pressed for space in which to conduct their program, made application for the use of the Howe-Manning School on Sundays. This program was approved, and a rental fee established, and has begun running successfully since that time. It has been the philosophy of the Middleton Public Schools that the school facilities within the Town should be available to recognized groups who also are working with or for the children of Middleton.

FINAL WORD

When one looks back over an entire school year, and tries to report to the citizens, there are many items on which one could make a long discourse. It is also unfortunate in trying to make a report of a year of activities that certain phases are intentionally or unintentionally omitted. It becomes a question of personal judgment. I would be remiss, however, if I did not report that the cooperation received by our staff from the citizens of the community was excellent. We feel that we have a vibrant and dynamic staff who not only are technically proficient, but personally enthusiastic. It is a credit, not only to the effort of this School Committee in assembling and promoting this quality of excellence, but to the wisdom of the community in maintaining School Committees of devoted, concerned individuals.

We solicit the interest and cooperation of parents and citizens because we are confident that mutual respect and cooperation between home and school best serves our children. A better insight into the scope of the School Committee's problems and work can be gained by attending the School Committee meetings; and a better insight into the educational program can be gained by your interest and visitation to the school whenever the opportunity arises.

I wish to extend my personal gratitude to a most cooperative and understanding School Committee, to all Town officials, both elected and appointed, for their assistance in all school matters in which they were involved, and to all citizens who have contributed of their time and talents to enrich the educational experience of our boys and girls.

Mrs. Grace Fall has retired from her position in the Middleton Public Schools after years of excellent service. We wish her the best in her well-deserved retirement,

Respectfully Submitted,

FRANCIS N. FITZGERALD

Superintendent of Schools

REPORT OF THE SUPERVISING PRINCIPAL

To: The Superintendent of Schools, Middleton, Mass.

The teaching-learning environment is the chief concern of the teaching staff at both the Fuller Meadow School and the Howe-Manning School. We have continued to focus sharply on the learner, the materials he uses and the problems he encounters. The ways children may be grouped for learning has also been kept in mind.

The Fuller-Meadow School provides a child with the first two years of schooling, while the Howe-Manning School provides the third year through the sixth grade. This organization of pupils has facilitated both homogeneous and heterogeneous grouping according to instructional needs and educational goals. All children experience both forms of grouping at all grade levels. In addition, teachers combine classes for large-group instruction, television, and film viewing, but also subdivide classes for basic skill instruction. There is also an increase in individualizing instruction according to pupil needs and interests. Grades five and six continue to be departmentalized in the combinations of health-science, social studies, and the study skills areas of the language arts.

Specialist teachers have been provided with classrooms equipped with particular teaching tools and furnishings to facilitate their work and effectiveness with the pupils.

The study skills areas of our curriculum have been greatly reinforced by the purchase of specialized materials. Three Science Research Association Laboratory Kits were rotated between pupils in the fourth, fifth, and sixth grades. One kit covers map and globe skills, such as reading street maps, rainfall maps, and topographical maps. As skills are developed, globes and projections are taught. Ultimately, the child is expected to interpret information obtained from a wide variety of maps and globes. A second laboratory is entitled "Graph and Picture Study Skills". The child is taught to read and interpret tables, various kinds of graphs, charts, diagrams, photos, and cartoons. The third laboratory, "Organizing and Reporting Skills," is designed to present the learner such skills as notetaking, outlining, paragraph, and report writing.

All teachers work with the children to develop good library skills, including the basic skills of searching the card catalog, using reference materials, and choosing suitable books for general reading.

A set of sequenced transparencies designed to offer a complete dictionary program was presented to all fourth grade children in a team-teaching approach. An objective test, designed by the administration, demonstrated the level of mastery obtained by the children. Due to the success of this project, we concluded that these materials may best serve the children if presented one grade lower.

The study skills area of our curriculum has been made much more effective by arranging for one teacher in grades five and six to specialize under departmentalization.

Current events are being taught through various media, including television, newspapers, and filmstrips issued weekly by Visual Education Consultants.

Beginning in September, the art program for the primary grades was increased. Also, as a result of recent legislation, our physical education program was given increased time at all grade levels. The instrumental music program has been continued under a private teacher during after-school hours.

Achievement tests were administered in May to all children to provide basic data on pupil scholastic growth. Averages of various classes reflected strengths and weaknesses in the curriculum and provided data in a form which permitted comparisons with the national norms. The results obtained from testing were shared with interested parents at two meetings. Diagnostic testing was also carried out when thought to be necessary with a small number of children.

Curriculum study in the language arts area is being undertaken by representatives from each of the Masconomet Region schools which will span both elementary and secondary levels. Ultimately, we expect to have both an improved program and a better coordinated one on a regional basis.

Work on the local history project is progressing slowly because there is so little material available to use with large groups of children. We must necessarily produce these materials based upon rare and "one-of-kind" items. So far, color slides, a few local histories, an outline and a short speakers list have been produced.

Many new books have been added to our school libraries using both local and Title II funds. As pointed out in my previous report, these materials have made a profound impact in the daily activities within the schools. We have been able to add many new filmstrips this year to fill gaps in our collection. A published catalog of all filmstrips was published and distributed to the staff to facilitate teacher use of these materials.

The pamphlet and map file begun a year ago has now doubled in size. The reference collection has been expanded in both schools due to the increased demand.

A weekly story hour and craft program was provided to interest local preschool children in books. For this program we thank Mrs. English, of the Flint Library Staff.

The Student Teacher Program, administered by the State Teachers' College at Salem, gave us an opportunity to provide a service to the teaching profession. These students function as assistant teachers in classrooms and increase the effort of the regular teacher. Cooperation with Salem State resulted in a second bonus through the Volunteer Tutor Program. Eighteen college students volunteered to serve as tutors to provide a one-to-one service to children in need of basic instruction or drill in particular skills.

The teaching staff has cooperated fully with the administration in a mutual effort to provide our children with the highest level of service possible. It should be noted that many of our teachers are taking courses in local colleges to earn a higher degree or to increase their own education in a practical field of study. Also, we need to thank our auxiliary personnel who have made such a strong contribution through the various programs in which they are involved.

Respectfully submitted,

EUGENE C. WINTER, JR.

Supervising Principal

REPORT OF THE SCHOOL NURSE

To: The Superintendent of Schools, Middleton Public Schools

The continued good health of our children is important to us all. With this in view the following health programs were carried out at the Howe-Manning and the Fuller Meadow Schools.

The Massachusetts Vision Screening Test was administered to 547 children, with 26 children not meeting the state's requirement for adequate vision. I am pleased to say that 17 were seen by specialists for the first time and 16 received glasses. Ten had previously been under treatment.

Every child also had his hearing checked via the audiometer. Regulation regarding failures are set by the Massachusetts Dept. of Public Health. Out of 547 children screened, 20 did not meet state requirements. These children were referred to their own physicians. Most have been seen and are under treatment.

The Tine Test for tuberculosis was offered to all children entering the first year of school. From a possible 112 first graders, 101 were tested in the school - six by their own physicians - four refusals. There were no positive reactions. It should be noted that a positive Tine Test does not denote the presence of active tuberculosis - only the need for further testing.

Teachers and school personnel who were previously required to have an X-Ray every three years for certification may now be Tine Tested instead. Thirty-three members of the school personnel were tested, with eight positive reactions. These were followed up by X-Ray, and all proved negative.

Flu vaccine was administered to all school personnel who desired it.

Physical examinations, required by law for all first and fourth grade pupils were given either by personal physicians, or by the School Physician, Dr. William Wiswall. Reports of defects or negative findings were sent home in writing, and the children were referred to their own physicians for correction.

A State Law passed in 1967, making immunizations mandatory, required much follow-up. Each child in the school system is required to have been vaccinated against smallpox, tetanus, diptheria, whooping cough, measles, and polio in order to attend school.

The State Dept. of Public Health Dental Hygienist, Miss Ruth Chesley, screened all of the children's teeth. This program was under State sponsorship, and was done at no cost to the Town. All follow-up was carried out through the Nurse's office.

Heights and weights of all the children were duly recorded. All deviations from the norm were encouraged to either lose or gain as the case may be. This was aided and abetted by our teachers in nutrition classes.

As usual, there were over a thousand visits to the Health Room by the school children. Complaints varied from the serious to merely the need for T.L.C. (tender, loving, care), which was generously dispensed.

It has been my pleasure to serve the children of the Town of Middleton.

Respectfully submitted,

BARBARA L. BOWES, R. N.

School Nurse

PLANNING BOARD

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton

The Planning Board respectfully submits their report for the year ending December 31, 1968.

Regular meetings were held at Memorial Hall, South Main Street, on the third Thursday of every month at 8 P.M.

At the first meeting the following officers were elected: Eugene J. LeBlanc, Chairman, and Louis Cerullo, Clerk.

In addition to the 12 regular monthly meetings, special meetings were held in the interest of considering and expediting action on proposals and applications subject to the Zoning By Laws which were brought before the Board.

The Board began in 1968 the process of reviewing the Subdivision Rules and Regulations, and expect to terminate our findings for adoption in 1969, for the purpose of revising our Subdivision Rules and Regulations.

A public hearing was held May 9, 1968 for the purpose of Rezoning. One parcel located on the Easterly side of North Main Street up to the North Andover line. One parcel located on the Easterly side of Locust Street near the Middleton-Danvers line. At a Special Town Meeting the latter parcel was rezoned by a two-thirds vote from R-Ib to B-I. The size of said parcel contained 11 acres.

Special meetings were held with the Industrial Development Commission for the purpose of attracting Industrial Developers into the Town of Middleton.

We wish to extend our sincere thanks to the Board of Selectmen, the Building Inspector, the Board of Health, The Board of Appeals, the Finance Committee, the Board of Assessors, the Light Commissioners, the Fire and Police Departments and all of the Town Officials for their cooperation, as well as that shown by the Citizens of Middleton.

Respectfully submitted,

Eugene J. LeBlanc, Chairman
Louis Cerullo, Clerk
Louis Barett
Robert Preytis
Donald Hall

BUILDING INSPECTOR'S REPORT

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton

I hereby submit my report for the year ending December 31, 1968.

I would like at this time to express my appreciation for the fine cooperation given me by all town departments and the citizens of the Town of Middleton during the past year.

Permits Issued	Estimated Value
12 Dwellings	\$191,000.00
19 Additions	97,000.00
1 Remodel	500.00
3 Garages	4,200.00
1 Service Station	22,000.00
1 Addition - Store	30,000.00
3 Swimming Pools	9,200.00
4 Industrial Buildings	582,000.00
1 Porch	400.00
1 Dormer	500.00
3 Storage Sheds	8,000.00
19 Raze	
7 Re-Shingle	2,650.00
1 Chimney	100.00
<hr/> 76 Permits	<hr/> \$947,550.00

Amount collected in fees and turned over to the Town Treasurer is \$1,333.00.

Respectfully submitted,

JOSEPH COMPANO, JR.

Building Inspector

INSPECTOR OF WIRES

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton

I hereby submit my report as Wire Inspector for the year ending December 31, 1968.

There were 131 permits issued consisting of the following: 19 New Services; 26 Change Overs for larger service due to increase in load; 7 Temporary Services; 2 3-phase 4-wire Services; 68 permits for additional wiring including oil burners, dryers, air conditioners, a lumber center and one large golf course plus the senior citizens housing.

All wiring has been inspected up to date with the exception of four which are still under construction.

A total of 140 calls have been made since January 1, 1968 plus many other calls made at the request of those planning to have electrical work installed and wanting information.

I would like to impress upon the townspeople that it is very important when having additional wiring done, to have the Main Distribution checked by a competent licensed electrician to make sure that the Main will carry the increase and not be over loaded. It does not pay to have a friend do the job and not have it checked. It is for their safety that electrical work be inspected. There are many oil burners installed by non-licensed electricians and never inspected. I have seen many with no fire-a-matic or safety switch. I have found many homes with the Main over loaded.

I wish to thank the Board of Selectmen, the Electric Light Department, and the people of Middleton for their cooperation.

Respectfully submitted,

JOHN MILBERY

Wire Inspector

BOARD OF SELECTMEN'S REPORT

To the Citizens of Middleton:

The Board of Selectmen respectfully submit their Annual report for the year ending December 31, 1968. Regular meetings of this Board have been held every Tuesday at 8 P.M., except during June, July and August, when a summer schedule of every other Tuesday was in effect. All meetings were held at the Selectmen's office, Memorial Hall, So. Main Street. This Board also functions as the Board of Health, Licensing Authority and Police Commissioners.

Three Town Meetings were held during 1968. The Regular Town Meeting on March 12th, 1968 and two special Town Meetings on March 19th, 1968 and November 19th, 1968.

In addition to the usual reappointments which are made each year the following new appointments were made: Mr. Joseph E. Conceison, Alternate to Board of Appeals; Mr. Joseph E. Pickard, Board of Appeals; David E. Fairbanks; Registrar of Voters; Henry G. Roberge, Industrial Development Commission; James F. Colburn, Regular Special Police Officer; Robert T. Peachey, Permanent Police Officer; Richard O. Ajootian, Personnel Board; Frank C. Brimblecom, Personnel Board; Thomas F. Dolan, Personnel Board; Joseph J. Campano, Jr., Building Inspector; Elmer McIntire, Town Advisory Board Member for State Welfare Department; Douglas R. Nelson, Industrial Development Commission; Robert Preytis, Alternate Member Middleton Conservation Commission.

During the year the Board held 8 public hearings on petitions of citizens or utilities.

Ten Jurors were drawn from the Jury List of the Town to serve during 1968 sittings at the Salem, Lawrence and Newburyport Courts.

During the year the Town was able to welcome Diamond National Lumber Company to their new home.

This Board is still awaiting decision of Master Kenneth Carey relative to disposition of Kenney Road gravel pit. All parties concerned will be notified when a final decision is rendered.

In August, the Annual Town Picnic sponsored by the H. K. Mansfield Fund was again held at Lincoln Park in North Dartmouth, Mass. and an enjoyable time was had by over 1,000 children.

The Board wishes to express its deep appreciation for the assistance, cooperation and devotion to public service given so generously by the Department Heads, elected and appointed Boards and the Citizens of the Town.

The Board wishes to extend an invitation to all Citizens to join us at any of our regular Tuesday night meetings and discuss any problems or suggestions that they feel might be of benefit to our Town.

Respectfully submitted,

BOARD OF SELECTMEN

ROBERT G. GOWEN, Chairman

GEORGE M. FARLEY, Clerk

THOMAS F. DOLAN

REPORT OF THE TREE DEPARTMENT

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton.

The past year has been a busy one. We planted thirty-two trees throughout the town, with the majority being planted in Brigadoon. This coming years' quota of thirty trees has already been spoken for. In conjunction with the state, about thirty elm trees were removed and forty samples sent to the University of Massachusetts. Forty positive readings came back which indicates forty more trees to be removed.

We think the residents bordering the Middleton Golf Course should be alerted to an infestation of Japanese beetles of epidemic proportion. Last years budget did not allow us any funds to combat this nuisance, but this year we hope we will be in a more favorable position to bring this nuisance under control.

Again this year, money was asked for in the budget to move surplus street trees to the Fuller Meadow School area, which we feel the tree department can do much more economically than other departments.

Many calls were received during the year for removal of wasps, bees, and insect pests.

Several days were spent spraying roadsides for brush control in conjunction with the highway department. Also several areas were cut and hauled away that were obstructing views and endangering traffic control.

We wish to thank the various departments for their cooperation during the past year.

Respectfully submitted,

ERNEST R. GOULD

Tree Warden

VETERANS' SERVICES

Board of Selectmen
Middleton, Mass.

Gentlemen:

I hereby submit this report of the Department of Veterans Services for the year of 1968.

	Expended
General Benefits	
Food	
Rent	
Fuel	
Doctor's	
Dentist	
Hospital	
Medication	
Miscellaneous	\$3,446.22
Agents Salary	\$1,000.00
Department Expenses	
Postage	
Dues	
Conferences	
Agents Meetings	
Mileage	
Miscellaneous	\$ 350.00

Total General Benefits Expended 1968

\$3,446.22

Refund from State \$1,723.11

ERNEST F. LeBEAU

WATER AND SEWER COMMISSIONERS REPORT

To the Honorable Board of Selectmen and the
Citizens of the Town of Middleton.

Gentlemen:

Herewith is submitted our Annual Report as your Water Board.

During the year regular meetings were held at Memorial Hall, the regular meeting night being the second Thursday of each month. It is interesting to note that with few exceptions very few townspeople drop in at these meetings. This Board cordially invites your attendance at these meetings.

The twenty-four inch water main on So. Main Street, which was the joint endeavor of the towns of Middleton and Danvers, was completed in the spring of 1968. This main is now complete and provides an adequate water supply for the proposed Industrial Park or Industrial Section of the town. This area shows signs of developing into a substantial asset to the town.

During the past year the usual hydrant flushing and routine maintenance have been carried out by this Board. The program of replacing older or defective hydrants is moving along slowly but with steady progress.

The question of extending water mains to sections of the town not presently being serviced by town water is still very much up in the air and sooner or later some program will have to be developed in this regard.

The Board has appreciated all the help and assistance given during the year by Mr. Harold Kilgore of Whitman and Howard, Engineers; Mr. Walter Colby, Town Counsel; and any others who assisted. We wish to take this opportunity to thank the members of the Water Survey Committee, the Board of Selectmen, and all the town departments for their help and cooperation during the past year. We also wish to thank the Danvers Water Board and Mr. Vernon C. Russell, Supt. of the Danvers Water Department, for their cooperation.

BOARD OF WATER COMMISSIONERS

BENJAMIN K. RICHARDSON,

Chairman

GEORGE W. NASH, Clerk

WILLIAM J. HOCTER

Annual Report

of the

Town Accountant

1968

RECEIPTS AND EXPENDITURES

Year Ending Dec. 31, 1968

RECEIPTS

GENERAL REVENUE

TAXES

CURRENT YEAR:

Property—Personal	\$ 11,646.88
Real	796,675.91

\$ 808,322.79

PREVIOUS YEARS:

Property—Personal	1,617.80
Real	53,311.72
Tax Titles	5,325.06

60,254.58

PRIVILEGES:

Motor Vehicle Excise Tax	98,155.40
Farm Animal Excise Tax	27.00

98,182.40

LICENSES:

Alcoholic Beverages—1968	5,650.00
1969	4,900.00
Others—1968	1,132.50

11,682.50

GRANTS AND GIFTS

FEDERAL GOVERNMENT:

Old Age Assistance	6,090.76
Medical Assistance	39,589.29
Disability Assistance	2,750.00
Aid to Dependent Children	6,206.00
School P.L. 89-10	4,050.00

58,686.05

STATE GOVERNMENT:

Welfare, Dist. Adm.	4,007.67
General Relief	287.28
Old Age Assistance	6,132.86
Medical Assistance	33,353.53
Aid to Dependent Children	5,294.67
Disability Assistance	3,614.47
Veterans Services	2,325.01
Income Valuation Basis	37,380.00
Corporation Basis	4,332.80
Meal Tax	1,054.73
Lieu of Taxes	4,332.85
Education Basis	8,286.00
Sales Tax, Chap. 70	147,952.98
Vocational Education	5,400.98
School Lunch	12,775.82
Library	929.50
Highway	9,075.00
Snow and Sanding	1,532.08
School Construction	5,173.84
Others	30.61
Health Vaccine	350.00

 293,622.72

COUNTY GOVERNMENT:

Dog Licenses	935.74
Highway Aid	4,044.16

 4,979.90

DEPARTMENTALS

Unexpended Balances:	77,646.37
Memorial Hall Rentals	1,878.00
Town Hall Rentals	218.00
Advertising	306.08
Planning Board Zoning Material	115.00

 80,163.45

PUBLIC SAFETY:

Police Fines	510.00
Accident Reports	205.00
Building Insp.	929.00
Board of Health	220.00
Plumbing and Gas Insp.	274.00
Wire Insp.	131.00
Firemen, Insurance Refund	638.57

 2,907.57

HIGHWAYS:

Truck-Machine Rentals	6,007.70
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 6,007.70

CHARITIES

RECOVERIES:

Disability Assistance	280.00
Old Age Assistance	1,451.44
Aid to Dependent Children	3,160.65
Medical Assistance	144.75

 5,036.84

SCHOOLS

Hall Rental	213.00
School Lunch Receipts	21,195.11
Head Start	640.00
Tuition (Topsfield)	879.94
(State)	2,640.05

 25,568.10

MISCELLANEOUS — TOWN

Refunds — Land, Court, etc.	832.97
Insurance Premiums	2,366.00
Town of Danvers	
(in lieu of taxes)	979.89
Coppermine Road	1,250.00
Tax Title Fees	21.00
Other Miscellaneous Income	1,328.26

 6,778.12

PUBLIC SERVICE ENTERPRISES

ELECTRIC DEPARTMENT:

Sale of Light and Power	319,607.61
Miscellaneous	4,511.56
Meter Deposit Fund	1,590.00

325,709.17

WATER DEPARTMENT:

Water Income	6,103.74
Water Lien	757.05

6,860.79

CEMETERY:

Opening Graves	1,238.00
Use of Equipment	745.00
Sale of Lots and Graves	120.00
Care of Endowed Lots	2,055.00
Recording Deeds	7.00
Perpetual Care Interest	2,220.00

6,385.00

INTEREST

Mansfield Fund	2,820.00
Meter Deposits	121.20
Deferred Taxes	3,507.78

6,448.98

MUNICIPAL INDEBTEDNESS

Anticipated Revenue Loan	300,000.00
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300,000.00

AGENCY, TRUST AND INVESTMENT

Federal Withholding	60,115.98
State Withholding	10,122.82
County Retirement	11,315.40
Blue Cross - Blue Shield	12,539.83
Group Life Insurance	821.27
Dog License Due County	1,273.35
Sale of Dogs	56.00
Mansfield Fund	360.00

96,604.55

TRANSFERS

Total Receipts	2,219,937.66
Cash Balance January 1, 1968	219,958.63

2,424,169.84

EXPENDITURES

GENERAL GOVERNMENT

MODERATOR

Salary	50.00	50.00
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FINANCE COMMITTEE

Expenses	55.00	55.00
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SELECTMEN

Salaries	1,500.00	
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Clerk	700.00	
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Expenses:

Office, Adv., Telephone, etc.	463.88	
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Gravel Pit Support, etc.	717.00	
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Other	730.96	1,911.84
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4,111.84

ACCOUNTANT

Salary	2,850.00	
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Expenses	562.22	
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3,412.22

TREASURER

Salary	2,450.00	
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Expenses:

Clerk	650.00	
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Printing, Post. Supplies	566.62	
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Tel., Equip., Misc.	883.38	2,100.00
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4550.00

Tax Titles	1,751.54	
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1,751.54

TAX COLLECTOR

Salary		2,850.00	
Clerk		1,650.00	
Expenses:			
Postage and Printing	762.82		
Office Supplies and Maintenance	115.52		
Miscellaneous	313.03	1,191.47	
			5,691.47

ASSESSORS

Salaries		3,700.00	
Clerk		1,248.00	
Expenses		1,449.22	
			6,397.22

COUNSEL

Salary		2,500.00	
Expenses - 1968		750.00	
1967		207.50	
			3,457.50

TOWN CLERK

Salary		800.00	
Expenses		351.00	
			1,151.00

ELECTIONS AND REGISTRATIONS

Salaries		400.00	
Expenses:			
Elections and Meetings		1,852.84	
			2,252.84

PLANNING BOARD

Expenses:			
Clerk	225.00		
Printing and Supplies	637.80		
Miscellaneous	467.15	1,329.95	
			1,329.95

TOWN HALL

Salary		600.00	
Expenses:			
Supplies	140.44		
Light, Gas, Fuel and Water	881.06		
Special	179.03		
			1,853.53

MEMORIAL HALL

Salary		741.66	
Expenses:			
Supplies and Miscellaneous	331.83		
Light, Fuel, Gas and Water	2,028.92	2,360.75	
			3,102.31

INDUSTRIAL DEVELOPMENT

Expenses	67.15	67.15
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CONSERVATION COMMISSION

Expenses	324.50	324.50
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Total General Government Expenditures	\$39,558.07
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PUBLIC SAFETY

CONSTABLE

Salary	40.00	40.00
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POLICE DEPARTMENT

Salaries	7,800.00	
Wages	23,343.61	
Expenses	6,070.14	
Cruiser	1,593.28	
	31,007.03	38,807.03
		31,107.03

CIVIL DEFENSE

Expenses	93.00	93.00
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FIRE DEPARTMENT

Salaries	9,292.50	
Labor	29,806.99	
Maintenance	2,099.38	
Equipment	1,725.00	
Other	3,890.07	37,521.44
		46,813.94

BUILDING INSPECTOR

Salary	750.00	
Expenses	400.00	
		1,150.00

BOARD OF APPEALS

Clerk	300.00	
Expenses	86.00	
Office Expenses	219.45	605.45
		605.45

WIRE INSPECTOR

Salary	400.00	
Expenses	150.00	
		550.00

GAS INSPECTOR

Salary	100.00	
Expenses	135.95	235.95

PLUMBING INSPECTOR

Salary	200.00	200.00
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FORESTRY DEPARTMENT

Tree Warden	1,879.26	
Moth Control	1,000.09	
Dutch Elm Control	1,255.18	
New Trees	300.00	
		4,434.53

DOG OFFICER

Salary	300.00	
Expenses	435.30	735.30

Total Public Safety Expenditures	\$ 85,965.20
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HEALTH AND SANITATION

HEALTH DEPARTMENT

Salary		600.00	
Dump	3,334.00		
Vital Statistics	165.00		
Miscellaneous	2,226.59	5,725.59	
			6,325.59

DENTAL CLINIC

Salary	435.00	435.00
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COMMUNITY HEALTH PROGRAM

Middleton Community Services, Inc.	4,000.00	
Mental Health	425.00	
		4,425.00

INSPECTOR OF ANIMALS

Salary	200.00	
Expenses	95.10	
		295.10

INSPECTOR OF SLAUGHTERING

Salary	50.00	50.00
Total Health and Sanitation		\$ 11,530.69

HIGHWAYS

HIGHWAY DEPARTMENT

Labor		10,136.72
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Expenses:

Truck, Equipment -		
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Repair & Hire	799.80	
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Sand, Gravel, Loam, Asphalt	2,347.79	
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Other	1,433.90	4,581.49
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		14,718.21
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ROAD MACHINERY ACCOUNT

Expenses:

Gas - Oil	2,162.94	
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Repair	1,713.40	
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Equipment	1,496.86	
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Supplies	1,110.56	
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Other	390.28	6,874.04
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		6,874.04
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SNOW REMOVAL

Labor		7,163.87
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Expenses:

Truck & Equipment Hire	7,756.74	
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Salt and Sand	6,521.34	
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Other	3,042.63	17,320.71
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		24,484.58
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SPECIAL APPROPRIATIONS

	Labor	Other	Total
Chapter 81	9,308.44	5,641.56	14,950.00
Chapter 90 (Maintenance)	1,189.65	1,766.61	2,956.26
Chaper 90 (Construction)	7,572.42	6,456.55	14,028.97
Lake St. Chap. 679	244.00	42.00	286.00
New Truck			4,579.41
Lonergan Road Special	539.50	1,392.60	1,932.10
Storm Drains	488.00	510.46	998.46
Land Damage		53.25	53.25
Street Lights		5,186.46	5,186.46
Christmas Lights		32.71	32.71
	19,342.01	21,082.20	45,003.62

CHARITIES

PUBLIC WELFARE

Salaries	600.00	
Administration	4,760.00	5,360.00

GENERAL RELIEF

Town	2,007.89	2,007.89
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OLD AGE ASSISTANCE

Town	7,055.64	
Federal	4,524.31	11,579.95

MEDICAL ASSISTANCE

Town	43,461.18	
Federal	36,374.32	79,835.50

AID TO DEPENDENT CHILDREN

Town	7,217.03	
Federal	7,492.83	14,709.86

DISABILITY ASSISTANCE

Town	1,221.83	
Federal	3,795.01	5,016.84

Total Charities Expenditures	\$118,510.04
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VETERANS' SERVICES

Salary	1,000.00	
Expenses:		
Services - Aid	3,442.22	
Clerk - Office	350.00	4,792.22
	<hr/>	<hr/>
Total Veterans' Expenditures		4,792.22

SCHOOLS

Salaries

Superintendent	13,356.00	
Lunch Supervisors	2,685.42	
Teachers and Administration	216,137.84	
Doctor	800.00	
Nurse	3,200.00	
Janitors	16,848.66	
Attendance Officer	100.00	
Census	100.00	
		253,227.92

Expenses:

Superintendent	371.03	
Books - Supplies	18,794.22	
Building Maintenance	4,545.59	
Fuel - Light - Telephone - Water	9,727.08	
Transportation	15,825.00	
Tuition	82.50	
Furniture - Equipment	1,317.28	
Miscellaneous	912.51	
Public Law 89-10	3,958.12	
Public Law 874 (Transfer \$1,780.50)		
		55,533.33

SCHOOL LUNCH

Labor, Equipment & Supplies	31,884.47	
Superintendent - Out of State Travel	193.80	

REGIONAL SCHOOL

Assessment	426,901.19	426,901.19
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VOCATIONAL EDUCATION

Tuition and Transportation	7,604.60	7,604.60
Total School Expenditures		\$775,345.31

LIBRARY

Salaries	7,859.75	
Expenses	9,951.35	
	<hr/>	<hr/>
Total Library Expenditures		17,811.10

RECREATION

PARK

Expenses	2,452.43	
New Equipment	473.60	
East Street Pool	497.50	
Recreation Committee - Wages	910.00	
Town Picnic	1,000.00	
	<hr/>	<hr/>
Total Recreation Expenditures		5,333.53

UNCLASSIFIED

Insurance		
General	8,792.14	
Group	676.23	
Bluce Cross - Blue Shield	7,016.74	
Motor Vehicle Liability	3,037.60	19,522.71
Memorial Day	673.05	673.05
Printing Town Report	1,610.00	1,610.00
Mansfield Fund		
Concert	200.00	
Picnic	880.00	
Thansksgiving and		
Christmas Charities	553.00	
Miscellaneous	16.00	1,649.00
Stabilization Fund		18,000.00
Debt Interest		18,173.12
Essex County Retirement		20,903.57
Temporary Revenue Loan		300,000.00
Finance Reserve Rund		1,425.53
Total Unclassified Expenditures		381,957.38

PUBLIC SERVICE ENTERPRISES

ELECTRIC DEPARTMENT

Salaries	15,070.80	15,070.80
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MAINTENANCE AND OPERATION

Energy		182,524.56
Wages		41,621.78
Expenses		23,308.83

Planned Addition to Plant	68,903.99		
Line Clearance	2,988.29		
Depreciation	30,021.02	101,913.30	101,913.30

Total Electric Department Expenditures		364,439.27
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WATER DEPARTMENT

Salaries

Commissioners	450.00
Office Expense	290.75
Maintenance	1,982.03
Debt Repayment	2,237.56
South Main Street Special	36,665.03

Total Water Department Expenditures	41,625.37
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CEMETERIES

Salaries		
Commissioners		60.00
Supt. of Burial		50.00
Expenses:		
Maintenance	7,687.11	
New Equipment	239.95	
Hot Top	450.00	
Opening Graves	1,379.26	
Perpetual Care	2,491.65	
Garage	2,999.14	
New Lots	428.00	15,675.11
Total Cemetery Expenditures		15,785.11

MUNICIPAL INDEBTEDNESS

School Addition 1950	10,000.00	
School Addition 1956	10,000.00	
New School Loan	25,000.00	
Fire Truck Loan	4,000.00	
Total Municipal Indebtedness Expenditures		49,000.00

AGENCY, TRUST AND INVESTMENT

State Park and Reservations	2,416.19	
County Tax	19,265.83	
MBTA	542.29	
Cemetery, Recording Deeds	6.00	
Dog Licenses to County	1,365.75	
Withholding Tax — State	10,247.19	
Withholding Tax — Federal	60,660.98	
Retirement Deduction	12,407.88	
Group Life Insurance	1,459.48	
Blue Cross - Blue Shield	16,457.67	
Elderly Retiree	414.90	
Metropolitan Area Planning Council	162.86	
Mosquito Control	3,623.19	
Total Agency, Trust, Investment Expenditures		129,030.11

REFUNDS

M. V. Excise Taxes	3,458.90	
1968 Real Estate	1,363.48	
Total Refunds		4,822.38
MELD Transfers	27,815.16	
Town Transfers	3,301.22	
Total Transfers	31,116.38	
Total Expenditures		2,179,525.84
Cash on Hand, December 31, 1968		244,644.00
Total Expenditures and Cash		2,424,169.84

Appropriation - Transfers - Expenditures for 1968

Department	and Transfer Appropriation	Expended	Balance Unexpended
Moderator	\$ 50.00	\$ 50.00	\$
Finance Committee	100.00		45.00
1967 Balance	25.00	45.00	35.00*
Selectmens' Salaries	1,500.00	1,500.00	
Clerk	700.00	700.00	
Expenses	1,500.00		
Transfer	700.00	1,911.84	289.16
Town Employee's Sick Leave	3,000.00	1,413.60	1,586.40
Accountants' Salary	2,450.00		
1967 Balance	400.00	2,650.00	200.00*
Expenses	500.00		250.00*
Balance	83.32	312.22	21.10
Treasurers' Salary	2,450.00	2,450.00	
Clerk	350.00		
Transfer	300.00	650.00	
Expenses	,450.00	1,450.00	
Tax Titles	1,800.00	1,751.64	48.36
Tax Collectors' Salary	2,850.00	2,850.00	
Clerk	1,650.00	1,650.00	
Expenses	1,450.00	1,191.47	258.53
Assessors' Salary	3,700.00	3,700.00	
Clerk	1,248.00	1,248.00	
Expenses	1,450.00	1,449.22	.78
Counselors' Salary	2,500.00	2,500.00	
Expenses	750.00		
1967 Balance	207.50	957.50	
Clerks' Salary	800.00	800.00	
Expenses	350.00		
Transfer	1.00	351.00	
Election - Registration Salary	400.00	400.00	
Expenses	2,045.00	1,852.84	192.16
Planning Board Expenses	1,572.50	1,329.95	242.55
Town Hall Salary	600.00	600.00	
Expenses	1,200.00		
Transfer	.53	1,200.53	
Special 1967 Balance	1,714.80		1,714.80*
Memorial Hall Salary	750.00	741.66	8.34
Expenses	2,500.00	2,360.75	139.25
Special - 1967 Balance	3,310.44		3,310.44*
Industrial Development			
1967 Balance	450.00	67.15	382.85*

Department	and Transfer Appropriation	Expended	Balance Unexpended
Conservation Commission	200.00		
Transfer	124.50	18.50	306.00*
Constable Salary	35.00		
1967 Balance	5.00	40.00	
Police Cruiser	1,650.00	1,593.28	56.72
Chief's Salary	7,800.00	7,800.00	
Wages	23,490.00	23,343.61	46.39
Expenses	5,075.00		
Transfer	995.14	6,070.14	
Fire Chief's Salary	7,280.00	7,280.00	
Firemen's Salary	2,725.00	2,012.50	712.50
Expenses - Labor	37,115.00	37,527.44	587.56
Transfer	1,000.00		
Station Wagon	2,500.00	2,443.19	56.81
Fire Station Roof			
1967 Balance	512.00		512.00*
Building Inspectors' Salary	750.00	750.00	
Expenses	400.00	311.60	88.40*
		(89,171.76)	
Board of Appeals	900.00		
1967 Balance	81.00	605.45	375.55
Wire Inspector's Salary	400.00	400.00	
Expenses	150.00	150.00	
Gas Inspector's Salary	100.00	100.00	
Expenses	225.00	135.95	89.05
Plumbing Inspector's Salary	200.00	200.00	
Expenses	75.00		75.00
Civil Defense Expenses	100.00	93.00	7.00
Generator	1,900.00	1,838.64	61.36
Tree Warden Expenses	1,800.00		
Transfer	79.26	1,879.26	
Moth Expenses	1,000.00		
Transfer	.09	1,000.09	
Dutch Elm Expenses	1,250.00		
Transfer	5.18	1,255.18	
New Trees	300.00	300.00	
Dog Officer's Salary	300.00	300.00	
Expenses	600.00	435.30	164.70
Board of Health Salary	600.00	600.00	
Expenses	7,000.00		
1967 Balance	536.53	5,725.59	1,810.94
Dental Clinic	500.00	435.00	65.00

Department	and Transfer Appropriation	Expended	Balance Unexpended
Community Health	4,000.00	4,000.00	
Mental Health	425.00	425.00	
Inspector of Animals' Salary	200.00	200.00	
Expenses	100.00	95.10	4.90
Inspector of Slaughter Salary	50.00	50.00	
Highway			
Road Machinery	6,500.00		
1967 Balance	387.74	6,874.04	13.90*
Expenses	15,144.40	14,718.21	426.19
Chapter 81	15,045.00	15,045.00	
Chapter 90 (Construction)	16,000.00		
1967 Balance	1,350.00	53.25	1,296.75
(Maintenance)	3,000.00	2,956.26	43.74
Lake St. Chap. 679			
1967 Balance	8,068.40	286.00	7,782.40*
Chapter 782			
1967 Balance	.30		.30
Land Damage			
1967 Balance	1,350.00	53.25	1,316.75*
Truck	4,700.00	4,579.41	120.59
Lonergan Road			
1967 Balance	1,000.00		
Contributions	952.00	1,932.10	19.90
Snow Removal	25,000.00	23,818.58	515.42*
Storm Drains	1,000.00	998.46	1.54
Street Lights	6,000.00	5,186.46	813.54
Christmas Lights	50.00	32.71	17.29
		(90,509.45)	
Public Welfare Salaries	900.00	600.00	300.00
District Administration	4,710.00		
1967 Balance	50.00	4,760.00	
General Relief	2,000.00		
Transfer	7.09	2,007.09	
Old Age Assistance (Town)	9,400.00		
Refunds - AA	1,437.47	7,055.64	3,781.80
Old Age Assistance (Federal)			
1967 Balance	1,943.71		
1968 Received	6,174.84	4,524.31	3,594.24
Medical Assistance (Town)	51,000.00		
Refunds	609.70	43,461.18	8,148.52

Department	and Transfer Appropriation	Expended	Balance Unexpended
Medical Assistance (Federal)			
1967 Balance	4,290.15		5,000.00*
1968 Received	41,306.80	36,274.32	4,322.63
Aid Dependent Children (Town)	11,400.00		
Refund - AA	214.10	1,221.83	4,392.27
Aid Dependent Children (Federal)			
1967 Balance	2,147.77		
1968 Received	6,290.66	7,492.83	945.60
Disability Ass't. (Town)	5,400.00		
Refund - AA	214.00	1,221.83	4,392.27
Disability Ass't. (Federal)			
1967 Balance	1,836.50		
1968 Received	2,820.40	3,795.01	861.89
		(118,410.04)	
Veterans Agent's Salary	1,000.00	1,000.00	
Expenses	350.00	350.00	
Service - Aid	9,000.00	3,442.22	5,557.78
		(4,792.22)	
School Departments			
Salaries	258,128.65	253,227.92	4,900.73
Expenses	69,958.00		
Expenses	65,958.92		
Refund	28.44	51,575.21	14,411.23
Lunch Expenses			
1967 Balance	3,867.55		
1968 Received	32,523.88	31,884.47	4,506.96*
Out of State Travel	200.00	193.80	6.20
Building Fund Balance	2,404.31		2,404.31*
Public Law 89-10 Received	4,497.55	3,958.12	539.43*
Public Law 874 Balance	4,051.43	1,780.50	2,270.93*
Land Purchase	800.00		800.00
Masconomet Regional			
Assessment	426,901.19	426,901.19	
School Planning	24,207.09		24,207.09*
Vocational Education	7,000.00		500.00*
1967 Balance	1,565.05	7,604.60	460.45
Library			
Salary - Wages	8,525.00	7,859.75	665.25
Expenses	8,090.50		
State Aid	929.50		
Dog Tax	935.74	9,951.35	4.39

Department	and Transfer Appropriation	Expended	Balance Unexpended
Recreation			
Park Expenses	2,450.00		
Transfer	2.43	2,452.43	
New Equipment	520.00	473.60	46.40
East St. Pool	500.00	497.50	2.50
Town Picnic	1,000.00	1,000.00	
Summer Program	900.00		
Transfer	10.00	910.00	
Cemetery			
Salaries	110.00	110.00	
Maintenance	7,210.00		
Transfer	500.00	7,687.11	22.89
New Equipment	350.00	239.95	110.05*
Opening Graves	1,500.00	1,379.26	120.74
Garage	2,500.00		
Transfer	500.00	2,999.14	.86
Hot Top	450.00	450.00	
Perpetual Care			
(1967 Balance)	10.36		
Transfer	2,481.29	2,491.65	
New Lots 1967 Balance	433.06	428.00	5.06*
Printing Town Report	2,500.00	1,610.00	890.00
Memorial Day	750.00	673.05	76.95
Insurance			
General	8,822.00	8,792.14	29.86
M.V. Liability	3,350.00	3,037.60	312.40
Group	800.00	676.23	123.77
Blue Cross - Blue Shield	8,000.00	7,016.74	983.26
Interest	20,000.00		
1967 Balance	730.00	18,173.12	2,556.88
Mansfield Fund			
1967 Balance	648.47		
Received	3,180.00	1,649.00	2,179.47*
Reserve Fund	5,000.00	1,425.93	3,574.07**
Stabilization	18,000.00	18,000.00	
Essex County Retirement	20,903.57	20,903.57	
Temporary Revenue Loan	300,000.00	300,000.00	
Fire Truck Loan	4,000.00	4,000.00	
School Addition Loan 1950	10,000.00	10,000.00	
School Addition Loan 1956	10,000.00	10,000.00	
Fuller Meadow Loan 1964	25,000.00	25,000.00	

Department	and Transfer Appropriation	Expended	Balance Unexpended
Revolutionary Veterans' Markers			
1967 Balance	58.00		58.00*
Dog License Due County			
Debit Balance	61.25		
Received	1,273.35	1,319.75	—107.75*
Sale of Dogs	56.00	47.00	66.00*
1967 Balance	57.00		
State Withholding 67 Bal.	44.84		
68 Received	10,167.66	10,247.19	—79.53
Federal Withholding 67 Bal.	20.00		
68 Received	60,115.98	60,660.98	—525.00
County Retirement 67 Bal.	10.75		
68 Received	11,304.65	12,407.88	—1,092.48
Group Life Insurance 67 Bal.	17.82		
68 Received	1,441.66	1,459.48	—
Blue Cross/Blue Shield 67 Bal.	873.46		
68 Received	16,183.11	16,957.57	99.00*
Cemetery Recording Deed 67 Debit		(3.00)	
68 Received	9.00	6.00	—
Endowment of Lots	2,070.00	2,070.00	—
Lots and Graves 67 Bal.	647.00		
68 Received	300.00 AA	176.00	771.00*
Perpetual Care Int. 67 Bal.	2,081.81		
68 Received	2,170.90 Trans.	2,481.29	1,770.42
Highway Road Machinery Fund			
1967 Balance	531.53		
Received 1968	6,414.70		
Trans.		6,500.00	446.23*
Cemetery Equipment Fund			
1967 Balance	350.00		
Received 1968	750.00		
Trans.			750.00*
Ambulance Fund Received	10.00		30.00*
1967 Balance	20.00		
State Parks	2,416.19	2,783.43	Debit 367.24
Met. Area Plans	162.88	162.86	—0.02
Mosquito Control	3,807.00	3,623.19	183.81
Elderly Retiree Program	414.90	414.90	
County Tax	19,265.83	19,265.83	
MBTA	542.27	542.29	—0.02

Department	and Transfer Appropriation	Expended	Balance Unexpended
Public Service Enterprises			
Electric Light			
Salaries	15,071.00	15,070.80	.20
Wages	41,764.00	41,621.78	142.22
Energy	268,000.00	182,524.56	85,475.44
Expenses	24,000.00		
Refund	6.00	23,308.83	697.17
Line Clearance	3,000.00	2,988.29	11.71
Depreciation	30,220.00	30,021.02	198.98
Emergency	2,000.00		2,000.00
Essex San. Right of Way			
1967 Balance	800.00		800.00
Depreciation Fund			
1967 Balance	121,159.29		
Tranfers	13,836.09	68,903.99	66,091.39
Water Dept.			
Salaries	450.00	450.00	
Expenses	350.00	290.75	59.25
Maintenance	2,000.00	1,982.03	17.97
Survey Balance	15.00		15.00
Dept Repayment	2,300.00	2,237.56	62.44
1967 Balance	18,300.00		
So. Main St.			
Water Ext. Loan	23,000.00	36,665.03	4,634.97*
	\$2,469,077.52	\$2,157,976.56	
1968 Underestimates	2,172.02	Return to Town	168,126.75
		1969 Balance	145,146.23
Total	\$2,471,249.54	1968 Expended	2,157,976.56
			<u>\$2,471,249.54</u>

Balance Sheet December 31, 1968 — General Account

GENERAL LIABILITIES

ASSETS		LIABILITIES AND RESERVES	
Cash:		Payroll Deductions:	\$ 99.00
General	\$244,644.00	Blue Cross-Blue Shield	
Electric Light		Overestimates-Assessments 1968:	
Depreciation	66,091.39	State:	
Petty:		Mosquito Control	\$ 183.81
Collector	100.00	Metropolitan District Area	.02
Assessors	10.00	County Tax 1968	102.74
School	30.00	Guarantee Deposits:	286.57
School Lunch	30.00	Municipal Light	3,725.00
Municipal Light	200.00	Agency:	
Accounts Receivable:	311,105.39	Sale of Dogs Due County	66.00
Taxes:		Tailings	332.24
Levy of 1966:		Trust Fund Income:	
Personal Property	241.80	Mansfield Fund	2,179.47
Levy of 1967:		Cemetery Perpetual Care	1,769.72
Personal Property	192.00	Recoveries:	
Real Estate	203.00	Aid to Dependent Children	1,547.99
Levy of 1968:		Old Age Assistance	14.00
Personal Property	861.12	Disability Assistance	160.00
Real Estate	37,003.89	Revolving Funds:	
Motor Vehicle Excise:		School Lunch	4,506.96
1966	1,103.50	Federal Grants:	
1967	3,185.00	Medical Assistance	5,000.00
1968	15,946.52	School:	
Farm Animal Excise:		P.L. 874	2,270.93
1967	20.25	P.L. 89-10	539.23
1968	43.50	Cemetery Sale of Lots & Graves	7,810.16
			791.00

BALANCE SHEET

[illegible]

Farm Excise	63.75	
Tax Title & Possessions	24,183.03	
Departmental	1,905.22	
Municipal Light	21,731.03	
Water Lien	127.90	
Aid to Highway	8,511.34	76,757.29
Reserve for Petty Cash Advances:		370.00
Surplus Revenue:		
General	141,409.16	
Municipal Light	9,544.23	
Water	5,527.39	156,480.78
		<u>\$431,332.91</u>

DEBT ACCOUNTS

ASSETS

LIABILITIES

School Addition 1950	\$ 8,000.00	
School Addition 1956	60,000.00	
Fuller Meadow 1963	345,000.00	
Water Loan	7,500.00	
Fire Truck	4,000.00	
		<u>\$424,500.00</u>

Net Funded or Fixed Debt.

TREASURER'S REPORT

Patricia M. Jordan, Treasurer in account with the Town of Middleton, Massachusetts.

Balance of Cash in Treasury, January 1, 1968	\$ 216,433.40
Receipts for the year 1968	1,900,381.17
Anticipation Revenue Loan in 1968	300,000.00

Total Cash	\$2,416,814.57
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Payments for year 1968 Warrants 1-55	\$1,875,098.50
Anticipation Revenue Loan in 1968	300,000.00
Balance of Cash in Treasury, December 31, 1968	241,716.07
	\$2,416,814.57

CASH IN BANKS FOR 1968

Arlington Trust Company, Middleton, Mass.	\$ 241,716.07
Merchants Warren National Bank, Salem, Mass.	871.89
Arlington Trust (Savings Account) Middleton, Mass.	2,633.09
	\$ 245,221.05

A complete report of all Trust Funds in my custody are shown on the following pages.

I wish to thank the Town Officials, and all other Town Departments and Citizens for their cooperation during the past year.

Respectfully submitted,

PATRICIA M. JORDAN,

Town Treasurer

DEPRECIATION FUND 1968

Town of Middleton

Electric Light Department

Depreciation Fund

Balance on hand January 1, 1968 \$ 113,195.47

Deposited January 24, 1968 3,368.43

\$ 116,563.90

Withdrawn October 16, 1968 64,244.20

\$ 52,319.70

Interest for year 1968 5,273.42

Balance on hand December 31, 1968 \$ 57,593.12

Respectfully submitted,

PATRICIA M. JORDAN,

Town Treasurer

STABILIZATION FUND 1968

Town of Middleton

Stabilization Fund

Balance on hand January 1, 1968 \$ 78,784.13

Deposited, April 11, 1968 18,000.00

\$ 96,784.13

Interest for year 1968 4,687.60

Balance on hand December 31, 1968 \$ 101,471.73

Respectfully submitted,

PATRICIA M. JORDAN,

Town Treasurer

DAVID CUMMINGS FUND

Balance January 1, 1968

Arlington Trust Company Savings Account	\$	6,253.09
Arlington Trust Company Checking Account		87.77
United Shoe Machinery Corp. Shares		975.00
	\$	7,315.86

Receipts:

United Shoe Machinery Corp. Dividends	\$	118.95
Arlington Trust Co., Interest		232.09

Total receipts	351.04
Trustee's Orders	- 767.85

Balance	\$	6,899.05
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Arlington Trust Company Checking Account	\$	338.87
Arlington Trust Company Savings Account		5,585.18
United Shoe Machinery Corp. Shares		975.00

Balance December 31, 1968	\$	6,899.05
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Respectfully submitted,

PATRICIA M. JORDAN,

Town Treasurer

CEMETERY ENDOWMENT FUND 1968

Town of Middleton

Cemetery Endowment Fund

Balance on hand January 1, 1968	\$	44,018.28
New accounts added		1,955.00
Interest for year 1968		2,256.45

Total receipts	\$	48,229.73
Interest withdrawn		2,256.45

Balance on hand Dec. 31, 1968	\$	45,973.28
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Respectfully submitted,

PATRICIA M. JORDAN,

Town Treasurer

SECTION C OAKDALE CEMETERY 1968

Town of Middleton

Section C-Oakdale Cemetery

Balance on hand January 1, 1968 \$ 3,007.63

New accounts added 60.00

Interest for year 1968 152.07

Total receipts \$ 3,219.70

Interest withdrawn 152.07

Balance on hand Dec. 31, 1968 \$ 3,067.63

Respectfully submitted,

PATRICIA M. JORDAN,

Town Treasurer

Land Owned By The Town of Middleton 1969

MIDDLETON PINES:

16 lots: 2, 3, 4, 314-317 inc., 351-355 inc., 532-535 inc., Book 4037 page 358, Book 3105 page 257, Book 2955 page 65
42,103 sq. ft., lots 268-274 inc., 471-474 inc., 47 A, Book 4965 page 361 (includes 2 camps)
8,500 sq. ft., lots 1021, 1022 Book 5010 page 570 (1 camp)

SUMMIT VIEW:

Lot 10 Probate 236108 (1 camp)
106 lots: 3, 28, 29, 30, 31, 32, 33, 34, 35, 36, 51, 57-59 inc., 63, 64, 65, 80-83 inc., 136-148 inc., 167-169 inc., 208, 212, 213, 215, 221 inc., 238, 239, 242-251 inc., 257-270 inc., 279-285 inc., 326-337 inc., 376, 378, 379-382 inc., 385-398 inc.

WOODLAND PARK:

9 lots: 118, 119, 139, 168, 332, 575, 576, 714, 715

HASWELL PARK:

8 lots: 134, 135, 155, 165, 166, 171, 172, 173
1 Acre: Probate 278847 (Turf Meadow)

ESSEX STREET:

20,000 sq. ft: Part of Parker Lot Book 5010 Page 570

WALCOTT'S ISLAND:

4 Acres: Woodland Book 1472 Page 551

RIVERVIEW:

2 lots: 266,337 Book 2816 Page 197

HIGHLAND PARK:

Lot #2: Book 3473 Page 365

RECREATION PARK:

7340 sq. ft.: Book 4037 Page 351 Lot "H"

LIBERTY STREET:

4 Acres: Book 849 Page 178

WOODLAND-WESTON LOT:

7 Acres more or less Book 5569 Page 109

ODD LOTS:

Recreation Park Lots 61-64, G., 65-70 inc., 34,382 Sq. Ft. Book 4037 Page 351

SALE OF TAX POSSESSIONS**October 15, 1968**

The following is a report of the Sale of Tax Possession that was held in the Water Department Room on October 15, 1968 at 10:00 o'clock in the morning:

1. Lots 160-161 inc. Haswell Park to Rudolph Angers

Sale Price	\$ 56.65
Book Value	56.65
	<hr/>
Gain	0

2. Lots 284-285, 291-292 to Annie M. White in Haswell Park

Sale Price	\$153.06
Book Value	153.06
	<hr/>
Gain	0

4. Lots 91-97 Summit View Park to Earl M. Nelson

Sale Price	\$112.73
Book Value	112.73
	<hr/>
Gain	0

4. Lots 149-166 inc. Summit View Park to Dagny and Edward M. Solheim

Sale Price	\$248.74
Book Value	248.74
	<hr/>
Gain	0

Net Result of Sale: Delinquent Taxes Collected \$571.18

Respectfully submitted,

PATRICIA M. JORDAN,

Town Treasurer

**1969 MATURING DEBT ACCOUNT AT
MERCHANTS WARREN NATIONAL BANK
SALEM, MASSACHUSETTS**

SCHOOL ADDITIONS 1950

Due Date	Outstanding	Principal	Interest	Total
3/1/69	8,000.00		70.00	70.00
9/1/69	8,000.00	8,000.00	70.00	8,070.00

SCHOOL ADDITIONS 1965

6/1/69	40,000.00		720.00	720.00
12/1/69	40,000.00	5,000.00	720.00	5,720.00
6/1/69	20,000.00		360.00	360.00
12/1/69	20,000.00	5,000.00	360.00	5,360.00

FULLER MEADOW 1963

6/1/69	305,000.00		4,880.00	4,880.00
12/1/69	305,000.00	25,000.00	4,880.00	29,880.00
Water Loan	7,500.00			
Fire Truck	4,000.00			

PERSONNEL BOARD

Selectmen: Town of Middleton

The Personnel Board of the Town of Middleton was charged by a vote of the Town at its last Annual Town Meeting with recommending a plan to be adopted by the Town. These recommendations were presented to the Selectmen and since that time many meetings have been held with interested town officers and employees. As a result of these meetings a final By-Law Amendment has been submitted to the Town for adoption at the 1969 Annual Town Meeting. This By-Law is printed elsewhere in the Town Report.

The Personnel Board wishes at this time to extend its appreciation to the Town Employees, Officers and Department Heads, for their cooperation in arriving at a By-Law that more clearly sets forth the benefits and other requirements so needed to promote harmony and an efficient Town Government.

The Board has met weekly since April, 1968 and many long hours were put in by each member. The Personnel Plans of many towns and cities throughout the State were exhaustively reviewed by each member. Adjacent communities to Middleton were considered more relevant than those on the Cape or in the Western section of the State. The sizes of the towns and their economic conditions (such as TAX BASE) were given great attention. It is the Board's sincere desire that the By-Law be adopted for the benefit of the Town and its employees.

Respectfully submitted,

PERSONNEL BOARD

Frank C. Brimblecom, Chairman

Frank R. Britner, Clerk

Richard O. Ajootian

Thomas F. Dolan

Robert W. Spencer

PROPOSED BY-LAW**TOWN OF MIDDLETON****Consolidated Personnel Plan**

Robert Spencer

Richard Ajootian

Thomas Dolan

Frank Britner, Clerk

Frank Brimblecom, Chairman

INTRODUCTORY

The proper administration of a personnel program is as essential to effective and efficient government as it is to private industry and business. Furthermore, as payment for personal services is generally the largest single item in the budgets of towns and cities, it behooves both the municipal administrators and the citizens to see to it that the best qualified persons are employed by the government of the community.

A well established personnel system is an important adjunct to fiscal planning and gives assurance that government services will be economically and efficiently handled. It renders better municipal management possible and in this regard alone is a worthwhile addition to a local government organization.

However, the mere adoption of a well designed program is not in itself a guarantee that a workable plan has been introduced. No single policy can be labelled "best", for each city and town has its unique situation. To this end positions must be classified, a pay plan established, a program for recruitment and training organized and a leave and vacation policy established.

A career service cannot exist if favoritism of any sort is allowed to prevail in the municipal service. To win this popular and employee support every opportunity to publicize the purposes of the program must be utilized. It must be a well-defined program which assures adequate remuneration, a precise promotion policy, well defined fringe benefits, a definite vacation and leave program, and a clear disciplinary section.

We, therefore, submit to the Town of Middleton, this plan and urge its adoption so that all may be served.

TITLE I. APPLICATION AND DEFINITIONS

SECTION 1.01. APPLICATION. — All town departments and all positions in the Town service, other than the School Committee, Municipal Light Department, and positions under their control shall be subject to the provisions of this By-Law; provided, however, that the compensation of elected officers of the Town shall be established annually by vote of the Town Meeting, in conformity with the requirements of Section 108, 108A, 108B, 108C and 108D of Chapter 41 of the General Laws.

SECTION 1.02. DEFINITIONS. — As used in this By-Law, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the Commonwealth:

“Civil Service Law”, Chapter 31 of the General Laws of the Commonwealth, as amended and all rules and regulations made thereunder; and any special law enacted by the General Court regulating the classification, compensation and conditions of employment of officers and employees of the Town under Chapter 31;

“Class or Grade”, a group of positions in the Town service sufficiently similar in respect to duties, responsibilities and authority thereof that the same descriptive title may be used to designate each position allocated to the class, that the same requirements as to education, experience, capacity, proficiency, knowledge, ability, and other qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply with equity;

“Continuous employment”, employment uninterrupted except for required military service and for authorized vacation leave, sick leave, bereavement leave, court leave or other leave of absence;

“Department”, any department, board, committee, commission, or other agency of the Town subject to this By-Law;

“Department Head”, the officer, board, or other body having immediate supervision and control of a department; in the instance of a department serving under the supervision and control of the Selectmen, the officer, board, or other body immediately responsible to the Board of Selectmen for the administration of the department;

"Emergency employment" or "emergency appointment", employment or appointment made for a specified time without requisition, or without the prior approval of the Personnel Board, to cover an unforeseen emergency;

"Emergency employee" or "emergency appointee", an employee or appointee retained on emergency employment, or emergency appointment to serve for a period not exceeding three calendar weeks.

"Full-time employment", employment for not less than seven hours per diem for five days a week for fifty-two weeks per annum, minus legal holidays and authorized military leave, vacation leave, sick leave, bereavement leave, court leave and leave of absence;

"Full-time employee", an employee retained on full-time employment;

"Holiday", the Lord's Day and all days on which legal holidays are observed in Essex County pursuant to Section 7 of Chapter 4 of the General Laws of the Commonwealth; provided, however, that the phrase "holiday" shall not include the Lord's Day for purposes of holiday pay;

"Holiday pay", extra pay authorized pursuant to Section 7.04;

"Overtime", time in excess of the normal number of hours or days of working time in the work week of the department;

"Part-time employment", employment for less than full-time employment as defined above;

"Permanent position", any position in the Town service which has required or which is likely to require the services of an incumbent without interruption for a period of more than six calendar months, either on a full-time or part-time employment basis;

"Permanent employee" or "permanent appointee", (1) any employee retained on a continuing basis in a permanent position, as defined above; (2) any employee holding a permanent appointment under the Civil Service Law to a position deemed permanent within the meaning of said law;

"Position", an office or place of employment in the Town service with duties and responsibilities calling for the full-time or part-time employment of one person in the performance and exercise thereof;

"Promotion", a change from a position of lower class and compensation to a position of higher class and compensation and greater responsibilities;

"Temporary position", any position in the Town service which is not permanent, but which requires or is likely to require the services of one incumbent for a period not exceeding six calendar months;

"Temporary employee", (1) an employee retained in a temporary position as defined above, (2) any employee holding a temporary appointment under the Civil Service Law who does not also have permanent status thereunder; (3) any employee retained in a position in a class the title of which contains the adjective "temporary";

"Town", the Town of Middleton;

"Veteran", a person who is a veteran within the meaning of Section 21 of Chapter 31 of the General Laws, as amended;

SECTION 1.03. CIVIL SERVICE AND VETERAN LAWS. — Nothing in this By-Law shall be construed to conflict with the Civil Service Law or with the laws pertaining to the Civil Service Law or with the laws pertaining to the employment of war veterans by the Town. (In the year 1970, and at least once every five years thereafter, the Town Counsel shall review the provisions of this By-Law for compliance of the same with the foregoing laws, and shall recommend to the Personnel Board such revisions of the By-Law as, in his judgement, are necessary to comply with provisions of said laws applying to the Town.)

TITLE II. PERSONNEL AGENCY

SECTION 2.01. MEMBERSHIP. — There is hereby established a Personnel Board consisting of five members to be appointed by the Board of Selectmen and each such member shall serve for a term of three years, except as otherwise set forth herein; provided however, that of the members originally appointed, one shall serve for a term of one year, one for a term of two years, two for a term of three years, as designated by the Board of Selectmen and one Town Employee (other than a Department Head) who shall serve annually for one year.

If any member of the Personnel Board shall resign or otherwise vacate his office before the expiration of his term, his successor shall be appointed, as provided above, to serve for the balance of the unexpired term.

No person shall serve upon the said Personnel Board who at the same time holds an elective office (town) other than Town Meeting membership, or who is a member of any other permanent Town Committee, Board or Commission. However, nothing herein shall be deemed to prohibit the Chairman of the Personnel Board from designating a member of the Board to serve ex-officio as representative of the Personnel Board on a study committee of the Town Meeting, or to affect the Tenure of said member on the Personnel Board.

Original appointments to the Personnel Board shall be made not later than May 1, 1969; and subsequent appointments shall be made within thirty days following the expiration of the term of the Board member to be replaced.

SECTION 2.02. OFFICERS AND PROCEEDINGS. — The Personnel Board shall annually in May, elect its own Chairman and Clerk. The Board shall keep a record of its official proceedings and actions, may establish its own rules of procedure and may, subject to appropriation therefor; make such expenditures as may be necessary to the performance of its duties.

The Personnel Board shall meet regularly at least once in every month, as it shall determine in its rules, for the transaction of business under this By-Law; and it may hold such special meetings as may be called by the Chairman, or directed by vote of the Board. A majority of the total membership of the Board shall constitute a quorum for the transaction of the business of the Board; and the affirmative vote of a majority of said total membership shall be necessary for any official act of the Board.

The Selectmen shall furnish the Personnel Board with such office space as it may require for the performance of its duties and the storage of its property; and upon application of the Board shall provide it with an adequate place for the holding of Public Hearings.

SECTION 2.03. STAFF OF PERSONNEL BOARD. — The Personnel Board may, subject to appropriation therefor, employ such clerical, technical and other assistance as it deems necessary.

SECTION 2.04. ADMINISTRATIVE AUTHORITY OF PERSONNEL BOARD. — The Personnel Board is hereby authorized to administer the provisions of this By-Law, except for such duties as may be specifically assigned by statute or by-law to other Town officers, Boards or committees; and it shall have the authority to decide all questions relating to the application of this By-Law. Appeals may be taken from the decisions of the Personnel Board to the Town at the next Annual Town Meeting.

The Personnel Board may from time to time issue, amend, or revoke Administrative Orders for the purpose of giving effect to the provisions of this By-Law, and for the purpose of giving effect to the provisions of such other By-Laws and votes of the Town, pertaining to personnel administration, as said Board may be responsible for administering and/or enforcing. Each such order shall be numbered in sequence, and said Board shall maintain in its office a file of all such orders issued, said file to be open to public inspection.

Except as otherwise provided by law, the Personnel Board shall have access to all facts, figures, records, and other information relating to the personnel of Town Departments other than the School, and Light Departments, and the same shall be furnished forthwith by any such department whenever so requested by the Personnel Board, in such form as said Board may require.

SECTION 2.05. ANNUAL REPORT. — The Personnel Board shall file an Annual Report of its activities to the Town, including recommendations on any matters related to the By-Law which it feels should be considered by the town.

TITLE III. PERSONNEL RECORDS

SECTION 3.01. PERSONNEL RECORDS AND REPORTS. — All Personnel records of Town employees, including both elected and appointed, shall contain all the vital statistics and other pertinent information necessary of every person employed by the town. It shall be the duty of each Town officer and employee to furnish data on request and make available to the Personnel Board such information necessary for their deliberation.

Department Heads and Town Officers directly concerned with such records shall maintain data on vacation leave, leave of absence, occupational sick leave, non-occupational sick leave, bereavement leave, court leave, military leave, or specify the nature of absence.

The oath or affirmation required of persons entering the employ of the Town by Section 14 of Chapter 284 of the General Laws, as amended, shall be kept on file in the office of the Town Clerk.

SECTION 3.02. STANDARDIZATION. — The Personnel Board, in consultation with other Town Officers and agencies concerned, shall have the authority to standardize the administrative forms and records used in Town personnel administration, other than those whose format is regulated by statute or by state agencies supervising municipal administration.

TITLE IV. HOURS, DAYS AND WEEKS OF WORK

SECTION 4.01. HOURS OF WORK. — Employees in jobs for which rates are shown on an hourly basis shall be paid at the applicable hourly rate for all hours, or proportionately for fraction of hours, worked.

The hours of duty of the permanent members of the uniformed Police Department shall be so established by the Selectmen, acting through the Chief of Police, that each full-time regular shall work an average 44 hour week.

The hours of duty of the permanent members of the uniformed firefighting force of the Town shall be so established by the Selectmen acting through the Chief of the Fire Department, that the average weekly hours of duty in any year, other than hours during which members may be summoned and kept on duty because of conflagrations or emergencies, shall be 50 in number.

The hours of duty of all other employees of the Town shall be established by the Board of Selectmen, but in no event to exceed 40 hours per week, unless authorized by the Department Head and approved by the Personnel Board.

All hours worked beyond the normal scheduled work week, as shown above or established by the Selectmen, shall be paid for at one time the regular normal hourly rate, or compensated for with equivalent time off at the discretion of the employing authority.

TITLE V. EMPLOYMENTS, PROMOTIONS AND TRANSFERS

SECTION 5.01. NON-CIVIL SERVICE PERSONNEL. — The employment, promotion and transfer of Town personnel not subject to the provisions of the Civil Service law shall be according to the following conditions:

(a) The Town Clerk or in the absence or incapacity of the Town Clerk, the acting Town Clerk, shall promptly notify the Personnel Board when a person duly and lawfully elected to a paid elective office of the Town has qualified to perform and has entered upon the duties of said office; and upon receipt of said notice the Board shall deem such person to be properly employed and shall authorize the payment to him of the emoluments of his office. The Town Clerk, or in the absence or incapacity of the Town Clerk, the acting Town Clerk, shall promptly notify the Personnel Board when the incumbent of a paid elective office of the Town has resigned from or has otherwise vacated the same; and upon receipt of said notice the Board shall deem said incumbent to be separated from Town service.

(b) Except for emergency employees and when not in conflict with the laws of the Commonwealth, no employment in or transfer to a paid appointive position in the Town service not subject to the Civil Service Law and Chapter 41 and Chapter 48 of the General Laws of Massachusetts shall take effect until the same has been approved by the Personnel Board as being in compliance with the requirements of the Classification Plan, Compensation Plan and other provisions of this By-Law; and if such employment or transfer is in compliance as aforesaid the Personnel Board shall approve the same and may take such approval retroactive. In the case of an emergency declared by the elected officer or board having supervision of a department, said department may, subject to the limitations of its appropriation and to such requirements as the Personnel Board may determine, employ emergency employees without requirement of prior approval by said Board.

(c) No employment or promotion hereunder shall become effective until such time as the appropriation or other monies out of which the compensation is to be paid shall be adequate.

(d) No proposed promotion to a position subject to this section shall be approved by the Personnel Board until it shall have first been approved by the elected officer or elected board having the supervision and control of the department in which the employee is employed.

(e) If a candidate for employment by the Town under this or the next section shall refuse to take the oath or affirmation required by Section 14 of Chapter 264 of the General Laws, as amended, the Personnel Board shall refuse to approve his employment.

SECTION 5.02. PERSONNEL SUBJECT TO CIVIL SERVICE LAW. — No person shall be appointed, transferred, or promoted to any position in the Town service which is subject to the Civil Service Law unless such appointment, transfer, or promotion shall be in compliance with the pensions of said law and the rules and regulations made thereunder. Before making any such appointment, transfer or promotion the appointing authority shall notify the Personnel Board, in such form as it may require, of his intent to appoint, transfer or promote an employee subject to the Civil Service Law.

SECTION 5.03. MEDICAL EXAMINATIONS OF JOB APPLICANTS. — Every applicant for permanent appointive employment by the Town shall be certified by a practicing physician, designated by the Town, as to his or her physical fitness to perform the duties of the position to which such applicant seeks appointment. If the

Personnel Board deems such action necessary to the protection of the Town, it may require any applicant for temporary appointive employment by the Town who is to be employed for thirty days or more, or any temporary appointive employee who has been employed by the Town for thirty days and has not been so certified, to be certified by a physician, designated by the Town, as to his or her physical fitness to do the work required by the Town. The certification required hereunder shall be in such form as the said Board shall determine. The cost of any physical examination required by this section shall be paid by the Town, and shall be charged to the appropriation of the department in which the position is for which such application was made or temporary employment authorized, or shall be charged to such special appropriation as the Town may make for the purposes of this section.

TITLE VI. CLASSIFICATION PLAN

SECTION 6.01. ESTABLISHMENT OF CLASSIFICATION PLAN. — Sections 6.01 through 6.04, inclusive, shall constitute the Classification Plan of the Town within the meaning of Section 108A of Chapter 41 of the General Laws.

The positions of all officers and employees of the town, other than the positions of officers elected by the town and positions in the service of the School Department and/or the Electric Light Department, are hereby classified by titles in groups listed in the following schedule:

CLASS TITLE	PAY GRADE
CLERICAL	
Clerk-Typist	4-S
Junor Clerk	5-S
Senior Clerk	6-S
Secretary-Clerk	17-S
ADMINISTRATIVE	
Assessor	19-A
Health Agent	6-A
Town Accountant	28-A
Deputy Tax Collector	18-A
INSPECTION	
Inspector-Building	28-M
Inspector-Gas	4-M
Inspector-Plumbing	14-M
Inspector-Wire	18-M

LIBRARY

Page	2-S
Clerk-Typist	4-S
2nd Assistant Librarian	6-S
1st Assistant Librarian	7-S
Head Librarian	24-A

HIGHWAY

Laborer (Temp)	9-S
Laborer (P.T.)	14-S
Laborer	17-S
Superintendent	70-A

FORESTRY

Laborer (Temp)	9-S
Laborer (P.T.)	14-S
Laborer	17-S
Tree Climber	19-S

CEMETERY

Laborer (Temp)	9-S
Laborer (P.T.)	14-S
Laborer	17-S
Superintendent of Burial	3-A

PARK

Laborer (Temp)	9-S
Laborer (P.T.)	14-S
Laborer	19-S

PUBLIC SAFETY

Drillmaster (Call-Fire)	2-A
Patrolman (Special)	16-S
Fireman-Private (Call)	16-SA-1
Fireman-Mechanic (Call)	16-SA-2
Fireman-Lieutenant (Call)	16-SA-3
Fireman-Captain (Call)	16-SA-4
Patrolman	20-SA
Deputy Fire Chief	25-SA-1
Police Sergeant	25-SA-2
Fire Chief	80-A
Police Chief	90-A

 MISCELLANEOUS

Custodian-Dump	3-M
Custodian-Town Hall	20-M
Custodian-Library	23-M
Custodian-Memorial Hall	24-M
Dog Officer	14-M
Inspector of Animals	12-M
Inspector of Slaughtering	8-M
Veterans Agent	28-M
Town Counsel	45-M
Registrar of Voters (except Chairman)	8-M
Registrar of Voters-Chairman	10-M
Clerk for Selectmen	22-M
Clerk-Planning-Board	4-M
Clerk-Personnel Board	4-M
Clerk-Board of Appeals	6-M
Clerk-Water Commission	4-M

SECTION 6.02. CLASSIFICATION OF EXISTING AND NEW POSITIONS. — The title of each class, as established by the Classification Plan, shall except as otherwise provided herein, be the official title of every position allocated to the class and the official title of each incumbent of a position so allocated and shall be used to the exclusion of all others on the payrolls, budget estimates and other official records and reports pertaining to the position.

If, in the instance of any position subject to the Civil Service Law, a different title for the position shall be established by the Director of Civil Service, such title shall be the official title of the incumbent of said position and shall be used, in lieu of the title described in the first sentence, on all payrolls, budget estimates, and other official reports and records pertaining to the position.

Except for paid elective positions and except for positions allocated to their appropriate class by the Director of Civil Service pursuant to the Civil Service Law, each position in the town service, other than those under the supervision and the control of the School Department and/or the Electric Light Department, shall be allocated by the Personnel Board to a class established by the Classification Plan.

Whenever a new position is established or the duties of an existing position are so changed as in effect to create a new position, upon presentation of substantiating data satisfactory to the Personnel Board the said Board shall so allocate such new or changed

position to its appropriate class. No such position shall be reclassified until the Personnel Board has determined that such reclassification will be consistent with the Classification and Compensation Plans.

SECTION 6.03. CLASSIFICATION DESCRIPTIONS AND QUALIFICATIONS. — The Personnel Board shall establish, maintain, and amend from time to time, as it deems necessary, written definitions or job descriptions for each class of positions established pursuant to Section 6.01 and for each class of paid elective positions. Said definition or job description shall describe the essential character of the duties and responsibilities of positions properly allocated to the class, with illustrative examples of work where desirable, setting forth the minimum qualifications for entrance to positions of the class. Such definitions or job descriptions shall be descriptive only and, except as provided herein with respect to minimum qualifications, not restrictive. They shall serve to define the scope of the several classes and not to prescribe in detail the duties or lines of promotion of any individual position.

In the instance of paid elective positions, the minimum qualifications for employment shall be (a) lawful election to the position, and (b) compliance with any special qualification prescribed by state law for such position.

In the instance of classes of positions subject to the Civil Service Law, the minimum qualifications and specifications of employment shall be those approved by the Director of Civil Service.

In the instance of all classes of positions, the minimum qualifications for allocation thereto shall be prescribed by the Personnel Board and shall be based upon (a) the minimum qualifications recommended to said board for classification purposes by department heads, (b) an examination by the Personnel Board of the work content of positions allocated to the class, and (c) the Personnel Board's study of comparable positions in private employment, in the service of other municipalities and in the State service.

SECTION 6.04. EMERGENCY CLASSIFICATIONS AND COMPENSATION. — In the case of urgent necessity the Personnel Board, after consultation with the appointing authority, and subject to the approval of the Director of Civil Service when required by law, may anticipate formal action by the Town Meeting by establishing new classes of positions, and compensation therefor, subject to subsequent early ratification by the Town at a Town Meeting.

TITLE VII. COMPENSATION PLAN**SECTION 7.01. COMPENSATION PLAN ESTABLISHMENT.**

— A compensation Plan shall be established, and from time to time be amended, by vote of the Town at an Annual Town Meeting. Said plan shall provide minimum and maximum salaries, or single rate salaries, or pay on an hourly rated basis, for the groups of positions in the Classification Plan established by Section 6.01. The salary range, wage range, or rate, of a group shall be the salary range, wage range, or rate, for all positions in the group.

The Personnel Board shall administer the provisions of the Compensation Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration thereof, subject to the requirements of Section 2.04.

Upon recommendation of a department head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board said Board may authorize an entrance rate higher than the minimum rate for a position established by vote of the Town, and such other variances in the Compensation Plan as it may deem necessary for the proper functioning of the services of the Town.

SECTION 7.02. SALARY AND WAGE ADJUSTMENT RESERVE. — Each department head shall include in the budget of his department a salary and wage adjustment reserve to provide funds for anticipated salary and wage adjustments of personnel of his department during the year. Expenditures shall be made from such reserve only in accordance with the Compensation Plan and with the approval of the Personnel Board.

SECTION 7.03. SPECIAL PROVISIONS RELATIVE TO CERTAIN OFFICERS AND POSITIONS. — The salaries which shall be paid to Town Officers elected by the people shall be recommended by the Personnel Board and established by vote of the Town, as required by Section 108 of Chapter 41 of the General Laws, as amended. Jurisdiction is retained of temporary positions established in connection with elections and decennial census.

SECTION 7.04. HOLIDAY PAY. — Regular, full time, permanent employees of the Town shall be paid one day at regular straight-time pay in accordance with Section 4.01 for the following Holidays:

New Years' Day
Washington's Birthday
Patriot's Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

For a full time, permanent employee to be eligible for Holiday Pay they must work their regular scheduled work day before and after the holiday or have an acceptable excuse approved by the Department Head.

In the case of the uniformed members of the Police and/or Fire Departments, if their regular scheduled work day falls upon a Holiday, then they shall be granted equal time-off or straight-time compensation for the normal scheduled work day. Further, they shall have worked the day before and the day after the holiday unless otherwise scheduled, or have an acceptable excuse approved by the Department head.

All other provisions and practices relative to Holiday pay shall be as prepared and established under the direction of the Personnel Board.

SECTION 7.05. ENTRANCE INTO THE COMPENSATION PLAN. — Each regular full time employee subject to the plan shall have been in the employ of the town for one years' continuous service as of April 1, 1969 in order to be eligible for Step 1 rates of compensation.

SECTION 7.06. OPERATION OF STANDARD RATES OF COMPENSATION. — The Personnel Board shall approve as the rate of compensation for entrance into any position where a range is established only the minimum rate in the scale for the class to which the position has been allocated.

Increases in compensation under the Compensation Plan are permissive and are not mandatory; and no increase shall become effective unless the appropriation made according to law, to which it is chargeable, is sufficient for the purpose and unless it is in compliance with Title VI and VII. No change in the title of a class of positions shall have the effect of reducing the compensation of incumbents serving in positions allocated to the class at the time of the change.

Each regular, full-time employee subject to the Plan shall serve one year at Step 1 and one year in each intermediate step until reaching the maximum rate after completion of the third year.

TITLE VIII. CONTINUING STUDY OF EMPLOYEES' PAY, HOURS, AND WORKING CONDITIONS

SECTION 8.01. STUDIES BY PERSONNEL BOARD. — The Personnel Board from time to time, of its own motion, shall review

and investigate the work content and standard rates of compensation of all positions in the Town service other than those under the supervision and control of the School Committee and the Municipal Light Department.

The Personnel Board may take such other investigations of the conditions of employment of Town employees, as it deems necessary and proper, and may investigate any complaint relative to such conditions as may be filed with the Personnel Board by any department head, Town employee or other person or organization. (Excluding School Dept. and Municipal Light Dept.)

The Personnel Board shall make such recommendations to the regular Annual Town Meeting relative to the amendment of this By-Law as the Board deems necessary and proper, but shall report out no recommendations to a special Town Meeting other than a recommendation authorized by Section 6.04.

SECTION 8.02. REQUEST FOR STUDIES OF BY-LAW AND CHANGES THEREIN. — Requests by department heads, individuals or groups of individuals for changes in the classification of personnel, for changes in the Classification and Compensation Plans, or for revisions of this By-Law, shall be filed with the Personnel Board by the requesting parties not later than the twenty-first (21) day of December immediately preceeding the next Annual Town Meeting.

TITLE IX. EXPENSE ALLOWANCE

SECTION 9.01. GENERAL. — Town officers and employees shall be reimbursed for expenses incurred by them in the performance of their duties, subject to rules and regulations governing such expenses to be prescribed by the Personnel Board with approval of the Finance Committee and the Board of Selectmen. Such rules and regulations shall be of uniform application.

TITLE X. FEES OF TOWN OFFICERS

SECTION 10.01. FEES OF TOWN OFFICERS. — On and after April 1, 1969, all Town officers except Town Clerk, Tax Collector, and Constables, shall pay all fees received by them by virtue of their office, except as maybe otherwise provided for elsewhere within this By-Law, into the Town Treasury.

TITLE XI. VACATION PROVISIONS

SECTION 11.01. GENERAL REQUIREMENTS. — Each department head shall annually, after the first day of January in

each year, develop a vacation schedule for all employees of his department who are eligible to receive vacation leave during said year; and he shall submit the same, in such form as the Personnel Board may require, to the Town Accountant not later than May first of the said year. Said department head shall schedule vacations over as wide a period as possible in order to obviate the need for temporary increases in the personnel of his department. If in the course of such year it shall become necessary to amend said schedule, the department head shall notify the Town Accountant of such amendment not later than Wednesday of the week immediately preceeding the week in which said amendment shall take effect.

If an employee eligible to receive vacation leave shall absent himself from duty without leave, the amount of such absence may be deducted proportionally from the amount of vacation due to said employee during the year in which such absence from duty without leave shall have occurred. If the employee shall already have taken the vacation leave due him in that year, such absence may be chargeable against his next succeeding vacation leave allowance.

Vacation leave with pay shall not be granted to temporary or part-time employees.

Vacation leave shall not be cumulative from one year to another; provided, however, that if the vacation leave of an employee, scheduled to take his or her vacation in the month immediately preceeding the date on which said employee's earned vacation credits are due to expire, is cancelled by the department to meet an emergency or to offset a critical shortage of personnel in the department during said month, the amount of such vacation leave may, with the approval of the Personnel Board, be added to the amount of vacation leave which said employee shall be eligible to receive in the year immediately following.

Additional vacation leave of one day at pro-rated vacation pay shall be allowed for each holiday occurring within a vacation period.

The vacation for a given calendar year may be taken at any time during that calendar year, subject to the approval of the department head or other authority concerned, and further subject to giving at least one week's advance notice in writing to the Town Accountant.

In the event of termination of employment which is caused through no fault of the employee or by reason of retirement, without his having been granted the vacation to which he is entitled under the Personnel By-Law, the employee shall be paid or entitled to time off with pay at the regular rate of compensation payable to him at the termination of his employment, an amount in lieu of vacation for each full month since the employee's preceeding vacation, not to exceed two weeks' pay. The official head(s) of the department in which the employee is employed shall enter on the department payroll all amounts under this provision towards the employee's final pay check. In the event of the death of an employee, any such accrued vacation pay shall be paid to his estate.

Any employee who transfers from one department to another shall accrue vacation leave accumulated to the time of transfer. Compensation for such leave shall be apportioned against the budget of each department involved in the same proportion as the normal straight time earnings of the employee from each department in the time worked since July 1 of the previous year.

No employee may be compensated for more than his normal scheduled work week hours for vacation in any one calendar work week.

An employee who is reinstated or re-employed following termination of employment through no fault or delinquency on his part shall be credited with previously earned vacation leave, when such reinstatement or re-employment occurs within two years of previous employment.

SECTION 11.02. VACATION LEAVE FOR EMPLOYEES. — Vacation leave shall be granted to full-time permanent employees subject to the following provisions:

- (a) Employees who have been employed by the Town for more than six (6) months but less than twelve (12) months, as of July first in the current year shall be granted vacation leave with full pay of one day for each month of continuous employment, provided that such vacation leave shall not exceed ten (10) days. Such vacation leave credit shall be calculated from the first day of employment.
- (b) Vacation leave of two weeks with full pay shall be granted to any such employee who, as of July first, has been employed by the Town for at least one year, but less than ten years.

- (c) Vacation leave of three weeks with full pay shall be granted to any such employee who, as of July first, has been employed by the Town for at least ten (10) years, but less than twenty (20) years.
- (d) Vacation leave of four (4) weeks with full pay shall be granted to any such employee who, as of July first, has been employed by the Town for twenty (20) years or more.
- (e) Any such vacation leave shall be subject to such reduction as is provided in Section 11.01.
- (f) An employee provisionally appointed to a full-time permanent position shall be subject to the provisions of this section.
- (g) Weekly vacation pay for full-time salaried employees is to be calculated by dividing the number of days in the year into the sum total of basic annual salary as of the time the vacation pay is drawn. Weekly vacation pay for full-time hourly-paid employees is based on a normal scheduled work-week at the basic straight-time hourly wage rate at the time the vacation pay is drawn, unless the normal work week is less than forty (40) hours and then such lesser number shall be used.

TITLE XII. COURT LEAVE PROVISIONS

SECTION 12.01. WHEN TO BE GRANTED. — A court leave of absence shall be granted to any town officer or employee who (1) is called to serve upon a jury, or (2) is summoned to appear in court as a witness, defendant, or litigant in which the town is a party thereto. Such leave shall be granted only for the period of such jury service or for such period during which said officer or employee is required to be in court; and it shall in no way affect the employment rights of said officer or employee.

SECTION 12.02. STATUS OF JURY AND WITNESS FEES. — Upon application, by said officer or employee, to his department head the Town agrees to pay an amount equal to the difference between his normal compensation and the amount (excluding any travel allowance) received from the Court. Proof of the amount received from the Court must be furnished by the employee or officer.

TITLE XIII. SELECTIVE SERVICE & MILITARY LEAVE

SECTION 13.01. GENERAL REQUIREMENTS. — Full-time employees with a minimum of six (6) consecutive months employ-

ment with the Town who serve in the State or Federal Military Training Forces under orders shall be allowed full pay for not more than ten (10) working days and shall be granted a military leave of absence for the period of their required service with said forces in excess thereof.

Military leave of absence with pay shall be granted to full-time employees of the Town on occasion of their appearance before local draft boards or draft appeal boards, or for physical examinations ordered by said boards, but no such leave shall be granted for a period of more than one day without the approval of the Personnel Board. Such leave shall be deemed a military leave of absence.

A military leave of absence without pay shall be granted to any town officer or employee called to active duty with the State or Federal Armed Forces for purposes other than the routine annual tour of duty for training purposes.

As used herein, the phrases "military training forces", or "armed forces" shall mean the United States Air Force, the United States Army, the United States Navy, the United States Marine Corps, the United States Coast Guard, the Massachusetts National Guard, the Massachusetts Air National Guard, and any and all components thereof.

TITLE XIV. NON-OCCUPATIONAL SICK LEAVE

SECTION 14.01. The granting of Non-occupational sick leave and the payment of compensation to persons on non-occupational sick leave shall be subject to the following provisions:

- (a) The head of each department shall investigate and ascertain the validity of any request for non-occupational sick leave made by an employee of his department, and shall approve the same if he is satisfied as to the validity of such request. A physicians certificate may be required by the department head or by the Personnel Board in any case of non-occupational sick leave claimed hereunder.
- (b) Non-occupational sick leave without pay may be granted to any temporary employee, but no such employee shall be entitled to non-occupational sick leave with pay.
- (c) In the instance of permanent employees and in the instance of employees provisionally appointed to a full time permanent position, no non-occupational sick leave with pay shall be

granted during the first three months of employment, but non-occupational sick leave without pay may be granted.

- (d) A permanent employee, or a provisionally appointed employee to a full-time permanent position, who has been employed by the Town for more than three months, but less than one year, may be granted non-occupational sick leave at the rate of, one and one-quarter days per month of employment.
- (e) If the period of consecutive, non-occupational sick leave granted under this section shall exceed 21 days, a physicians certificate shall be required by the department head and by the Personnel Board.
- (f) Unused non-occupational sick leave may be accumulative up to a period not to exceed 45 days.
- (g) Any dispute as to the eligibility of an employee to non-occupational sick leave payments hereunder or as to the amount of such payments may be taken to the Personnel Board by the employee concerned, by the employing authority or by the Town Accountant, and the decision of the Personnel Board as to such dispute shall be final.

TITLE XV. MISCELLANEOUS LEAVE PROVISIONS

SECTION 15.01. BEREAVEMENT LEAVE. — Bereavement leave without loss of pay, not to exceed three (3) days as the Department Head may determine, may be granted by said department head to any full-time employee of the department on account of death in the immediate family of such employee. For the purpose of this paragraph the immediate family is defined as: the employee's wife or husband, child, mother, father, mother-in-law, father-in-law, brother, sister or such other member of his family living under said employee's roof.

SECTION 15.02. VETERANS' FUNERALS. — Full-time town employee's who are veterans, shall be granted leave, without loss of pay, to attend the funeral or memorial services of a veteran, when so authorized by the selectmen, without loss of pay, conformable to Section 111-C of Chapter 41 of the General Laws of the Commonwealth of Massachusetts.

SECTION 15.03. LEAVE WITHOUT PAY. — Except as otherwise provided in this By-Law, all leaves of absence shall be without compensation and shall be subject to the approval of the department head, and in the instance of any such leave exceeding

two weeks, to the approval of the Personnel Board. Nothing in Section 11.01 to 15.02 inclusive shall operate to reduce the compensation of officers elected by the town.

TITLE XVI. PERSONNEL GRIEVANCE PROVISIONS

GRIEVANCES

SECTION 16.01. PERSONNEL BOARD TO ADMINISTER. — The Personnel Board of the Town shall constitute the Personnel Relations Review Board of the Town, and in that connection shall have the powers and duties, and perform the functions, assigned to such Personnel Relations Review Boards by Section 21B of Chapter 40 of the General Laws; and said Board shall, in the performance of its duties as Personnel Relations Review Board, be subject to the limitations imposed by said Section 21B and by the by-laws of the Town. Said Board may elect a chairman who may or may not be Chairman of the Personnel Board.

When sitting as a Personnel Relations Review Board, the Personnel Board shall keep a separate record of its proceedings, which shall not be open to public inspection except as may otherwise be required by law.

SECTION 16.02. GRIEVANCE PROCEDURE. — There is established the following grievance procedure, available to those employees of the Town whose rights under the classification plan have, in their opinion, been prejudiced in any way, and covering all other grievances except those that would properly be under the jurisdiction of the Civil Service Commission or other duly established appeal board.

- I. The employee shall take up his grievance orally with his immediate supervisor who shall reach a decision and communicate it orally to the employee within two (2) working days.
- II. If the grievance is not settled as above the employee shall within five (5) working days present his grievance in writing to his supervisor who shall forward it to the department head who shall hold a hearing within five (5) working days if required. At this hearing there shall be present the employee, one representative if he requests it, his supervisor and/or department head and the chairman of the Personnel Relations Review Board.

III. If the grievance is not settled as in II above, it shall be reviewed before the Personnel Relations Review Board with the same group in attendance. The Board's decision in all such cases shall be final.

As used in this section, the word "grievance" shall be construed to mean a dispute between an employee and his supervisors arising out of an exercise of administrative discretion by such supervisor or supervisors.

TITLE XVII. REQUISITIONS

SECTION 17.01. REQUISITIONS FOR HELP. — The Personnel Board shall be notified of all requisitions for person or persons to fill positions or perform duties subject to Title VI and shall advise upon the appropriate classification to which such person or persons shall be assigned.

TITLE XVIII. SCHOOL AND MUNICIPAL LIGHT DEPARTMENT EMPLOYEES

SECTION 18.01. Upon formal vote of the School and/or Light Department Boards/Commissioners with written notification thereof, to the Personnel Board, designated non-professional positions in the School Department and/or the Electric Light Department shall be included in and subject thereto to all the provisions of this plan, and shall remain subject thereto until the School Department and/or the Electric Light Department shall notify the Personnel Board in writing it/they has (have) withdrawn said positions from the Classification and Compensation Plan (Title VI and VII).

TITLE XIX. AMENDMENTS AND SEVERANCE

SECTION 19.01. AMENDMENTS. — It shall be Town policy to amend this By-Law only at an Annual Town Meeting, unless amendment at an earlier time shall be made clearly imperative by a specific provision of State Law.

SECTION 19.02. SEVERANCE CLAUSE. — The provisions of this By-Law are hereby declared to be severable and if any such provision or the application of any such provision to any person or circumstances shall be held to be invalid, illegal or unconstitutional such invalidity, illegality, or unconstitutionality shall not be construed to affect the validity, legality, or constitutionality of any of the remaining provisions or the application of said By-Law to persons or circumstances other than those as to which it is held invalid, illegal, or unconstitutional.

Town of Middleton
REPORT AND RECOMMENDATIONS
OF THE
FINANCE COMMITTEE

The Finance Committee herewith submits its annual report and recommendations to the Annual Town Meeting, March 11, 1969.

Once again the Town of Middleton is faced with a tax increase. The size of this increase will be governed primarily by the amount of reduction in State Aid.

The Committee feels that the Taxpayers should be aware of the factors which cause this increase; costs of State, County, and Town government continue to spiral upward, while aid to the Cities and Towns continues downward. The local aid fund, which was designed to reduce Property Taxes, is being used up before funds ever reach the local level. The sales tax, which was supposed to help defray the costs of education, has had little effect as these costs have increased tremendously. The State takeover of welfare, which should have been of benefit to the Town, has backfired. Welfare costs have skyrocketed, almost out of control. Along with these factors and the normal inflationary trend, taxpayers find no relief and the Finance Committee finds that it can control less and less of the costs of Town Government.

The total recommended budget for 1969 is \$1,809,990.88. School costs total \$849,771.00, Electric Light department costs total \$532,310.00, Water department costs total \$6,872.00, other fixed and uncontrolable costs total \$124,938.00.

This means the Finance Committee controls the spending of \$296,099.88. This is less than 16% of the total budget of \$1,809,990.88.

The 1969 recommended budget represents an increase of \$44,378.88 over last year. This means that the controlable increase in costs in 1969 is the same as the increase for 1967 and 1968.

The Finance Committee is concerned with several matters that require much thought and planning.

We must obtain greater efficiency in Town Government, Town office space is still at a premium, the need for public safety facilities cannot be overstressed!!!

The Committee is concerned with the cost of education at both the elementary and the secondary level. Of particular concern is the cost of non-teaching personnel in relation to the teaching and operating costs.

After a partial investigation of Data Processing, it appears that the cost would outweigh any benefit derived from it. However, the Committee feels that an exhaustive study should be made in this area and include all departments which might make use of it.

Another concern is that of maintaining a municipal budget on a calendar year basis, while other levels of Government operate on a July 1st Fiscal year. In effect the Town is spending funds before they are appropriated. This is unrealistic in a sound business operation.

The Finance Committee looks forward to the first step in streamlining our town operations. The Selectmen have advanced a proposal to seek a full time Administrative Assistant to conduct town business during normal working hours. The inability of the public to obtain service during the normal day has been one of the most serious drawbacks this Town faces.

Another step is the article calling for the establishment of a Personnel Review Board and represents the fulfillment of an effort voted at the 1968 Annual Town Meeting. Although the plan will not solve all of the problems in this area, it is a giant step forward in giving all Town Employees, within its scope, equality and uniformity.

The Finance Committee urges all concerned taxpayers take an active interest and part in their Town Government. It is only through this interest and participation that our community will continue to grow and prosper.

This Committee extends its appreciation to all who have cooperated with us during the past year.

Respectfully submitted,

FINANCE COMMITTEE

Frank R. Britner, Chairman
Bernard Greenbaum
Augustus Jones
George E. Dow
Jeffrey W. Savoie
Orin Nelson
Charles W. Spear

1968 BUDGET - 1969 RECOMMENDED BUDGET

Item No.		Expended 1967	Expended 1968	Recom- mended 1969
GENERAL GOVERNMENT				
	Moderator			
1.	Salary	\$ 50.00	\$ 50.00	\$ 50.00
	Finance Committee			
2.	Expenses	82.00	55.00	100.00
	Selectmen			
3.	Salaries	1,500.00	1,500.00	1,500.00
4.	Expenses	1,376.88	1,911.84	2,500.00
5.	Clerk	600.00	700.00	800.00
6.	Administrative Assist.	0	0	4,000.00
7.	Executive Secretary	0	0	2,600.00
	Accountant			
8.	Salary	2,200.00	2,450.00	2,650.00
9.	Expenses	366.68	478.40	500.00
	Treasurer			
10.	Salary	2,200.00	2,450.00	2,650.00
11.	Clerical	488.88	650.00	650.00
12.	Expenses	1,075.00	1,450.00	1,460.98
13.	Tax Titles	1,767.00	1,751.54	2,000.00
	Collector of Taxes			
14.	Salary	2,600.00	2,850.00	3,100.00
15.	Clerk	1,424.00	1,650.00	1,870.00
16.	Expenses	1,224.34	1,191.47	1,450.00
	Assessors			
17.	Salaries	1,800.00	1,800.00	2,400.00
18.	Clerk	1,150.00	1,248.00	1,248.00
19.	Expenses	1,349.48	1,449.22	2,032.50
20.	Wages-Assessments Only	1,900.00	1,900.00	1,900.00
	Town Counsel			
21.	Salary	2,500.00	2,500.00	3,000.00
22.	Expenses	542.50	750.00	750.00
	Clerk			
23.	Salary	800.00	800.00	800.00
24.	Expenses	316.51	351.00	450.00

Item No.		Expended 1967	Expended 1968	Recom- mended 1969
	Elections & Registrations			
25.	Salaries	200.00	400.00	200.00
26.	Expenses	828.76	1,852.84	1,055.00
	Planning Board			
27.	Expenses	1,008.30	1,329.95	1,040.00
	Town Hall			
28.	Salary	550.00	600.00	660.00
29.	Expenses	1,162.45	1,200.53	1,500.00
30.	Special	0	0	0
	Memorial Hall			
31.	Salary	700.00	741.66	825.00
32.	Expenses	2,221.42	2,360.75	2,500.00
33.	Special	275.00	0	2,500.00
	Totals	\$ 34,219.20	\$ 38,422.20	\$ 50,741.48

PUBLIC SAFETY

	Constable			
34.	Salary	35.00	35.00	35.00
	Police			
35.	Chief's Salary	7,185.00	7,800.00	9,100.00
36.	Wages	18,655.00	23,443.61	28,820.00
37.	Expenses	5,125.17	6,070.14	6,520.00
	Fire			
38.	Chief's Salary	6,600.00	7,280.00	8,216.00
39.	Salaries	2,302.38	2,012.50	2,275.00
40.	Wages & Expenses	27,351.62	37,521.44	44,276.00
	Building Inspector			
41.	Salary	750.00	750.00	1,000.00
42.	Expenses	350.00	400.00	400.00
	Board of Appeals			
43.	Expenses	601.84	605.45	700.00
	Wire Inspector			
44.	Salary	400.00	400.00	500.00
45.	Expenses	140.00	150.00	150.00
	Civil Defense			
46.	Expenses	93.00	93.00	100.00
	Gas Inspector			
47.	Salary	100.00	100.00	100.00
48.	Expenses	0	135.95	100.00

Item No.		Expended 1967	Expended 1968	Recom- mended 1969
	Plumbing Inspector			
49.	Salary	200.00	200.00	200.00
50.	Expenses	0	0	75.00
	Forestry			
51.	Expenses	1,796.08	1,879.26	1,900.00
52.	Insect & Pest Control	581.95	1,000.00	1,600.00
53.	Dutch Elm	1,400.00	1,255.18	1,500.00
54.	New Trees	400.00	300.00	300.00
55.	Tree Warden Salary	0	0	100.00
	Dog Officer			
56.	Salary	300.00	300.00	400.00
57.	Expenses	511.08	435.30	600.00
	Totals	\$ 67,771.97	\$ 92,166.83	\$108,967.00

HEALTH & SANITATION

	Board of Health			
58.	Salary	520.00	600.00	600.00
59.	Expenses	6,463.47	5,729.59	7,000.00
60.	Dental Clinic	456.00	435.00	500.00
61.	Community Health Program	2,500.00	4,000.00	5,000.00
62.	Special Health Services	0	0	0
63.	Mental Health	425.00	425.00	780.00
	Inspector of Animals			
64.	Salary	200.00	200.00	250.00
65.	Expenses	67.33	95.10	100.00
	Inspector of Slaughtering			
66.	Salary	50.00	50.00	50.00
	Totals	\$ 10,681.80	\$ 11,534.69	\$ 14,280.00

HIGHWAY DEPARTMENT

67.	Road Machinery Account (From Road Machinery Fund)	6,112.29	6,874.04	7,000.00
68.	Highway Supervisor Salary (From Available Dept. Funds)	6,620.00	7,280.00	7,280.00
69.	Highway Supervisor Salary (From Available Dept. Funds)	0	0	312.00

Item No.	Expended 1967	Expended 1968	Recom- mended 1969
70. Highway Expenses	13,048.08	14,718.21	17,016.40
71. Chapter 81	5,875.00	5,875.00	6,050.00
72. Chapter 81, State*	9,075.00	9,075.00	9,350.00
73. Chapter 90, Construction	4,000.00	4,000.00	4,750.00
74. Chapter 90, County & State*	11,884.95	10,028.97	14,250.00
75. Chapter 90, Maintenance	2,000.00	2,956.26	3,000.00
76. Chapter 90, State*	0	0	0
77. Snow Removal	23,991.51	24,484.58	25,000.00
78. Storm Drains	1,000.00	998.46	2,000.00
79. Street Lighting	5,757.66	5,186.46	6,000.00
Totals	\$ 55,672.25	\$ 72,373.01	\$ 78,408.40

*County & State Reimbursements of Surplus Revenue

CHARITIES

80. Welfare District Adm.	4,017.00	4,760.00	0
81. Public Welfare Salaries	900.00	600.00	0
82. General Relief	587.07	2,007.89	0
83. Old Age Assistance	7,087.25	7,055.64	0
84. Medical Aid for Aged	0	0	0
85. Medical Assistance	59,438.53	43,461.18	0
86. Aid to Dependent Children	15,457.30	7,217.03	0
87. Disability Assistance	4,521.27	1,221.83	0
Total	\$ 92,008.42	\$ 66,323.57	0

VETERANS' SERVICES

88. Veterans' Agent Salary	750.00	1,000.00	1,000.00
89. Expenses	277.00	350.00	400.00
90. Veterans' Aid	5,824.52	3,442.22	6,000.00
Total	\$ 6,851.52	\$ 4,792.22	\$ 7,400.00

Item No.	Expended 1967	Expended 1968	Recom- mended 1969
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SCHOOL DEPARTMENT

Elementary School			
91. Salaries	237,552.99	253,227.92	302,901.00
92. Expenses	65,265.74	51,575.21	56,615.00
93. Supt. Out of State Travel	0	193.80	200.00
94. Masconomet Regional School District	396,342.83	426,901.19	481,555.00
95. Vocational Education	3,416.15	7,604.60	8,500.00
Total	\$702,577.71	\$739,502.72	\$849,771.00

LIBRARY DEPARTMENT

96. Salaries	6,638.40	7,859.75	9,805.00
97. Expenses	6,611.97	9,951.35	9,708.00
98. Plus Dog Tax Refund	0	0	0
Total	13,250.37	17,811.10	19,513.00

RECREATION

99. Expenses	2,577.19	2,452.43	2,800.00
100. East Street Pool	238.80	497.50	500.00
101. New Equipment	467.00	473.60	500.00
102. Wages-Beach Life Guard and Instruction	878.00	910.00	1,250.00
103. Town Picnic	0	1,000.00	1,000.00
Total	\$ 4,169.99	\$ 5,333.53	\$ 6,050.00

CEMETERIES

104. Commissioner Salaries	60.00	60.00	60.00
105. Supt. of Burial Salary	30.00	50.00	50.00
106. Expenses	6,590.98	7,687.11	7,680.00
107. Opening Graves	2,212.20	1,379.26	2,500.00
108. Equipment	467.00	239.95	0
109. Hot Top	450.16	450.00	450.00
Total	\$ 9,810.34	\$ 9,866.32	\$ 10,740.00

Item No.	Expended 1967	Expended 1968	Recom- mended 1969
UNCLASSIFIED			
110. Retirement Assessment	19,945.33	20,908.23	22,000.00
111. Printing Town Reports	1,642.34	1,610.00	2,500.00
112. Sick Leave	3,000.00	1,413.60	3,000.00
113. Memorial Day Insurance	696.24	673.05	750.00
114. General Disability	7,317.00	8,792.14	10,288.00
115. Motor Vehicle	2,763.07	3,037.64	3,350.00
116. Group	587.37	676.23	800.00
117. Blue Cross-Blue Shield	5,483.39	7,016.74	10,000.00
118. Industrial Development Commission	50.00	67.15	0
119. Christmas Lighting	35.39	50.00	50.00
120. Reserve Fund	3,068.00	1,425.93	5,000.00
121. Conservation Commission Expense	354.20	324.50	200.00
Total	\$ 44,942.33	\$ 45,995.21	\$ 57,938.00

MATURING DEBT & INTEREST

122. School Addition Loan 1950	10,000.00	10,000.00	8,000.00
123. School Addition Loan 1956	10,000.00	10,000.00	10,000.00
124. Fuller-Meadow School 1964	25,000.00	25,000.00	25,000.00
125. Fire Truck Loan	4,000.00	4,000.00	4,000.00
126. Interest	18,500.85	18,173.12	20,000.00
Total	\$ 67,500.85	\$ 67,173.12	\$ 67,000.00

PUBLIC SERVICE ENTERPRISES

Water Department			
127. Salaries	450.00	450.00	450.00
128. Expenses	188.35	450.00	450.00
129. Maintenance	1,992.00	1,982.03	2,000.00
130. Debt Repayment	1,680.00	1,500.00	4,072.00
130A Interest	0	737.66	0
Total	\$ 4,310.35	\$ 4,960.44	\$ 6,872.00

Item No.		Expended 1967	Expended 1968	Recom- mended 1969
ELECTRIC DEPARTMENT				
131.	Salaries	13,655.00	15,070.80	16,865.00
132.	Wages	34,833.69	41,621.78	52,111.00
133.	Energy	166,536.94	182,524.26	391,400.00
134.	Expenses	18,703.85	23,308.83	30,000.00
135.	Line Clearance	2,497.73	2,988.29	3,500.00
136.	Depreciation	25,688.83	30,021.83	35,934.00
137.	Emergency Fund	0	0	2,500.00
Total		\$261,916.04	\$295,535.79	\$532,310.00
GRAND TOTALS		\$1,372,683.14	\$1,470,377.15	\$1,809,990.88

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